Workforce Transformation

and

Tracking System (WTTS)

&

Entrance on Duty System (EODS)

User's Guide

(April, 2015, Version 15.1)

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Chapter 1: Introduction

Background

Historically, there has not been a centralized area for managers to maintain and share information with HR staff about their short-term and long-term hiring needs. Data captured during the hiring process has been gathered and maintained in several formats, by many staff members, and in multiple locations with the same data being entered repeatedly. This business practice makes it difficult to:

- Track and measure hiring activity
- Conduct management oversight
- Reconcile data provided by multiple sources
- Share new employee information in a timely manner across organizations
- Validate the quality of information being captured

Purpose

This guide is intended to provide users with an easy reference on navigation, system's use, and an understanding of the business rules used to perform system-to-system data exchanges.

System Overview

The Workforce Transformation Tracking System (WTTS) and Entrance on Duty System (EODS) are integrated to form a single system.

WTTS/EODS are transactional systems integrated real-time with the Federal Personnel Payroll System (FPPS), automated staffing solutions (such as OPM's USA Staffing and Monster's Hiring Manager), and eOPF. The integration of these systems provides the ability to monitor hiring activities from start to finish. Real-time integration of these systems achieves:

- Reduction of duplicate data entry and improved data integrity through the integration with automated staffing and FPPS
- Ability to send selectee personnel and payroll information directly to FPPS, eliminating the need for HR to re-enter data into FPPS
- Reduced costs associated with mailing of hard copy forms
- Reduced time for receipt of forms between HR and selectee.

The functionality available through WTTS/EODS assists in supporting the "on-boarding" process. The available automated processes provide assistance to supervisors, managers, and HR Representatives in the planning, reporting and tracking of activities for prospective and actual gains.

System Integration

The Interior Business Center (IBC) has taken a modern approach to system integration to accomplish real-time seamless system integration through the use of web services.

The framework the IBC uses to integrate all of the systems that hold position and employee information is known as the Human Resources Management Suite (HRMS). HRMS provides a seamless, secure, and automated process for integrating:

- Automated staffing programs (such as OPM's USA Staffing or Monster's Hiring Manager);
- WTTS;
- EODS; and
- IBC's FPPS.

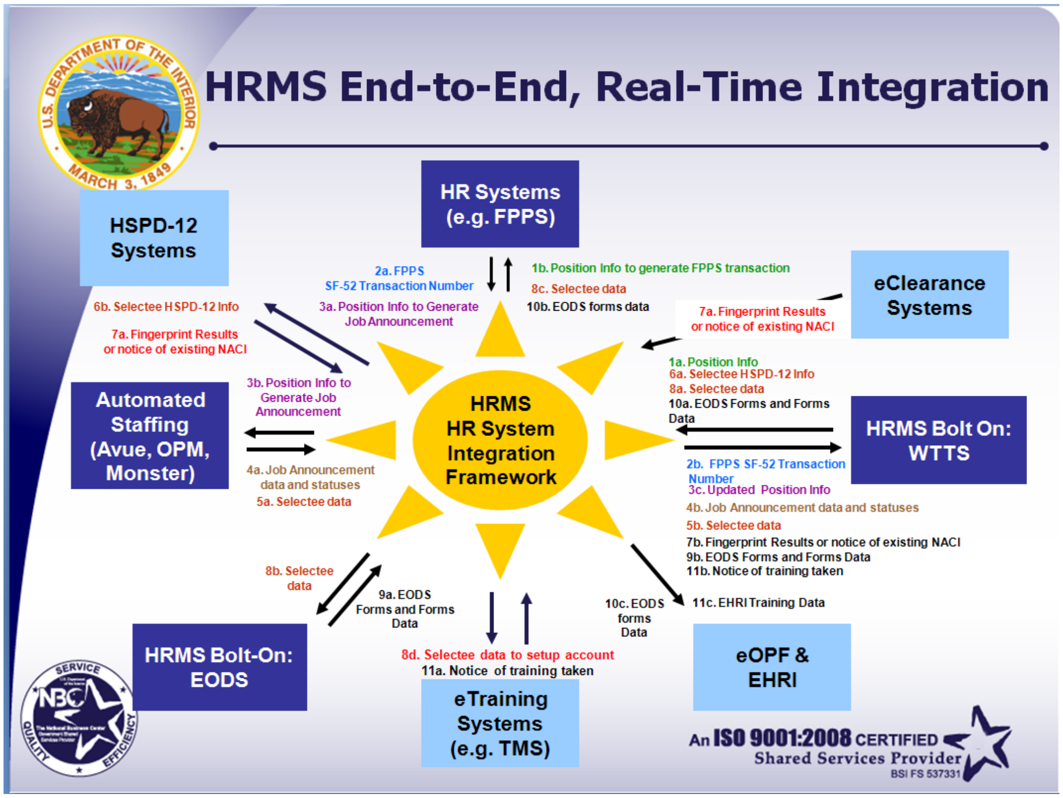
HRMS allows each of the named systems to communicate with each other, so that information is shared efficiently and effectively.

This system uses a standard web services interface to provide prospective employee data via a real-time data exchange with automated staffing solutions. The data captured at the initial point of data entry (i.e., during the application process) is shared and reused by other systems requiring the same information, such as EODS and FPPS.

WTTS also includes a web services interface with FPPS for the sharing of position information and triggers the web services call to create the Request for Eligibles (RFE).

This system also provides a web services interface to FPPS for selectee information. The selectee information is a combination of data gathered by the HR office during the selection and formal offer stages of the hiring process.

The payroll information provided by the selectee is gathered from the on-line forms in EODS. WTTS provides the payroll and benefits information directly to FPPS through a web services interface, eliminating the need for HR to manually enter selectee data during the hiring process.



HRMS End-to-End, Real-Time Integration

The above figure depicts the system-to-system integration among WTTS, FPPS, etc.

System Functionality

The following is a list of system modules and functionality currently available, as well as modules that are planned for future WTTS and EODS software releases:

1. Gains

- Dashboard
- Fill Vacancy
    - Project Vacant Positions
- Create Hire
    - Send To FPPS
    - WTTS Status History
- Selectee Information
    - Integration with Automated Staffing
    - Send Selectee information to FPPS

- Position Documentation
- Staffing Screen
- Hiring Documents
- Notes
- Diversity
- Publish Selectee Record
- Report Summary Lists
    - In-Work Report
    - Published Report
    - Completed Report
    - Declinations Report
    - Search Gains Report

2. Entrance on Duty System (EODS)

- Submittal of Forms
- Retraction of Forms
- Approval of Forms
- Rejection of Forms
- Send Selectee Forms to FPPS
- Completed Forms

3. Reports

- 80-day Hiring Activity Report
- Drug Testing
- Facilities and IT Security
- HR Reports
    - EODS Access Expiration
    - New Hires Due Date for Forms
- In Processing
- New Hire Report
- Summary of Hiring Activity by Status
- Workforce Planning

4. Template Library

- Acknowledgements
- Emails
- Emails with Letters
- Information Documents

5. Administration

- WTTS Administrator
- WTTS Security Administrator

6. User Management Roles

- HR Representative
    - HR Cross-Servicing
- Supervisor
- EEO
- Non-FPPS User
- View only

7. Losses Module (Reserved for Future Use)

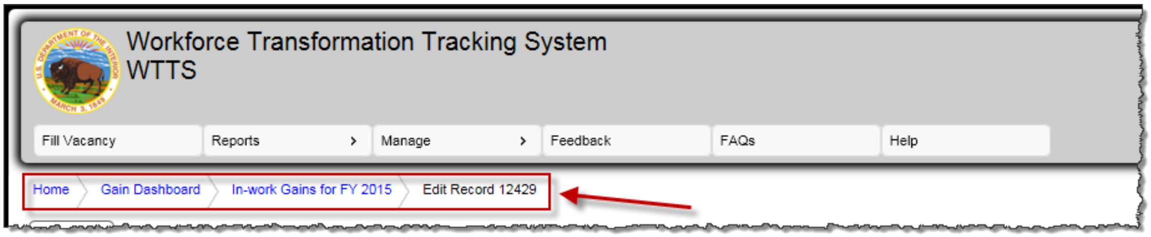
8. Mobility Module (Reserved for Future Use)

9. Recruiting Module (Reserved for Future Use)

Key Terms

Throughout this guide there are terms used to describe roles, responsibilities, processes and procedures. The following provides a list and description of terms commonly used in this guide:

Breadcrumbs: Appear in as a hyperlink (blue text) at the top of each page (see Figure below). The breadcrumbs help the user keep track of where they are in the system. They also enable the user to track backwards and helps determine which Dept/Bur/Sub that you are in signed into.



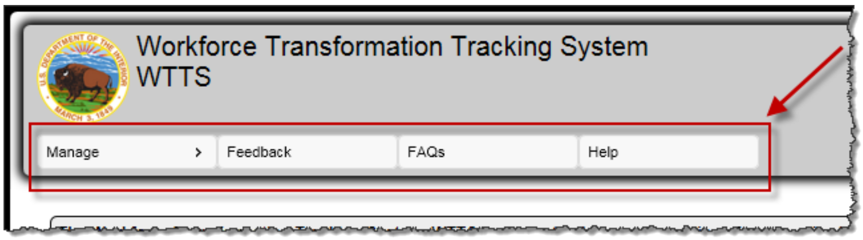
Breadcrumbs

Completed: This is a report showing the current fiscal year status of all completed gains. Completed gains are records that have been audited by an HR representative. The status on the record is a "B".

Gain: A gain is categorized as a new hire or hiring action. There are three stages a hiring action progresses through: In-work, Published, and Completed. A fourth stage is Declination. See Chapter 2 for additional information on Gain reports.

Home Page: The first screen (See Figure below) the user sees after logging into WTTS.

Menu Bar: Appears directly under the logo. (See Figure below).



WTTS Home Page and Menu Bar

Published: Publishing a record provides selectee information for WTTS reports and populates the Published Gains report.

Requesting Office (RO): This is the organization responsible for initiating the process to fill a vacancy. The requesting office is responsible for providing the elements of the position being requested and generates the create hire action for the RFE.

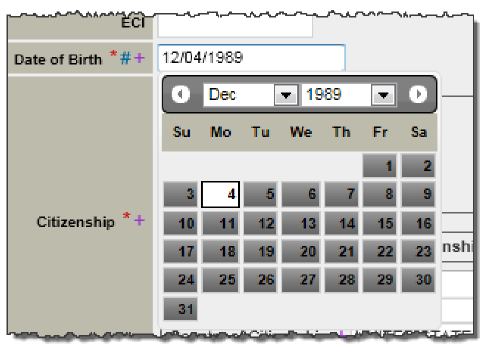
Required for Publishing: Fields required for Publishing are marked with a blue pound sign (#). Once a record is published, WTTS initiates a data exchange with other systems, such as FPPS, eRecruitment system, etc.

Used for Hiring Progress Calculation: Fields labeled with a red asterisk (*) are used to track hiring progress completion. As fields with the red asterisk are completed, the hiring progress percentage increases. See the Hiring Progress legend within the record. Once the percentage reaches 100%, the icon disappears from the record's menu bar.

Servicing Personnel Office (SPO): This is the organization responsible for reviewing the RFE and initiating the vacancy announcement from within FPPS.

Following are controls used throughout the manual:

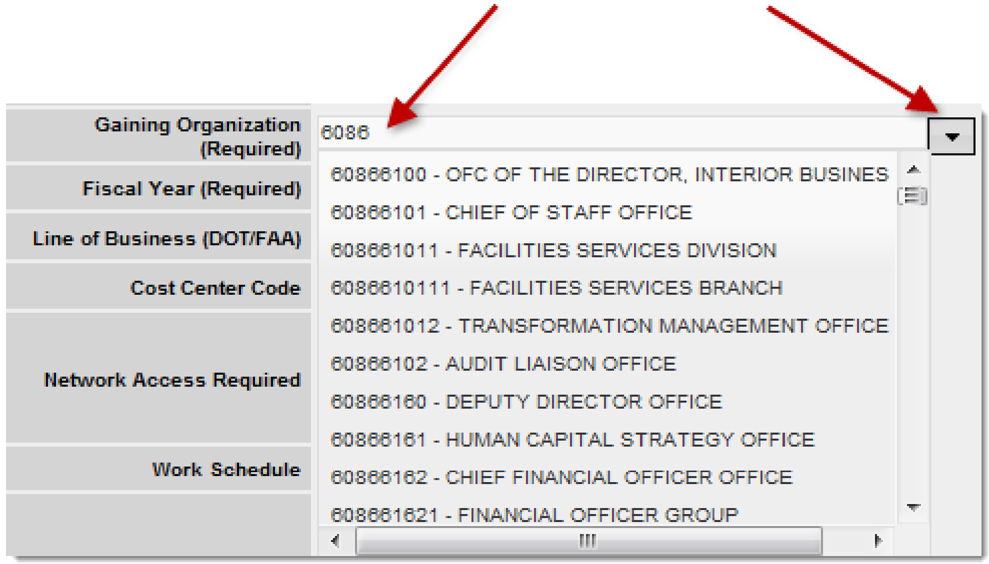
Pop-up Calendar : A pop-up calendar is used to display a calendar from which the user can select a date versus manually entering a date. The pop-up calendar is enabled when the user left-clicks in the date field. The current date is indicated with a yellow hi-light. (See graphic below)



Pop-up Calendar

Checkbox: A check box [ ] is a control that permits the user to make single or multiple selections.

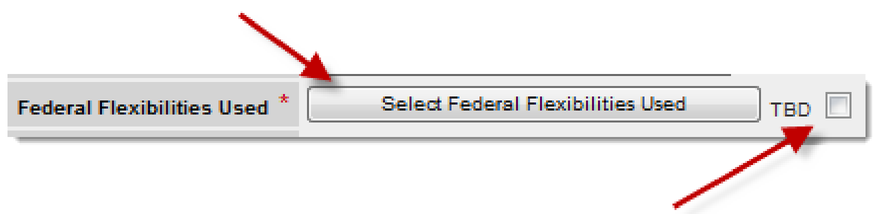
Auto-completing Drop Down: An Auto-completing drop down is a type of menu that, when selected, opens downward to reveal a list of options. When typing in the input field, the drop down choices narrow to those that only contain the digits that have been typed. (See figure below)



Auto-completing Drop Down

Radio Button: A radio button [ ] is a type of control that allows the user to choose one option from a predefined set of options.

Select Button: A Select button (see figure below) is used to display a list of data from which an item or items can be chosen. Each Select button has the description of the field on the button.



Select Button and TBD

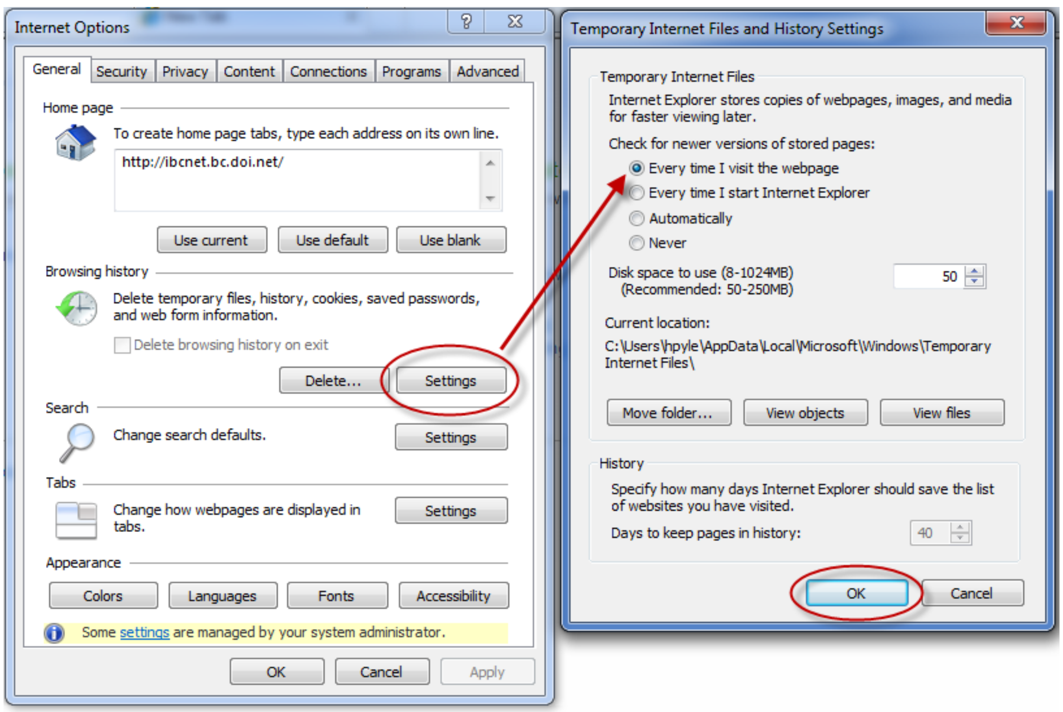
To Be Determined (TBD): Some fields (e.g., Gain Type) can be completed by checking the TBD Checkbox when information is not available.

SYSTEM REQUIREMENTS

This section provides system requirements to use the WTTS application. Follow the below instructions to configure your browser to the optimal settings. The “>” separates each option to click on while navigating to the desired setting.

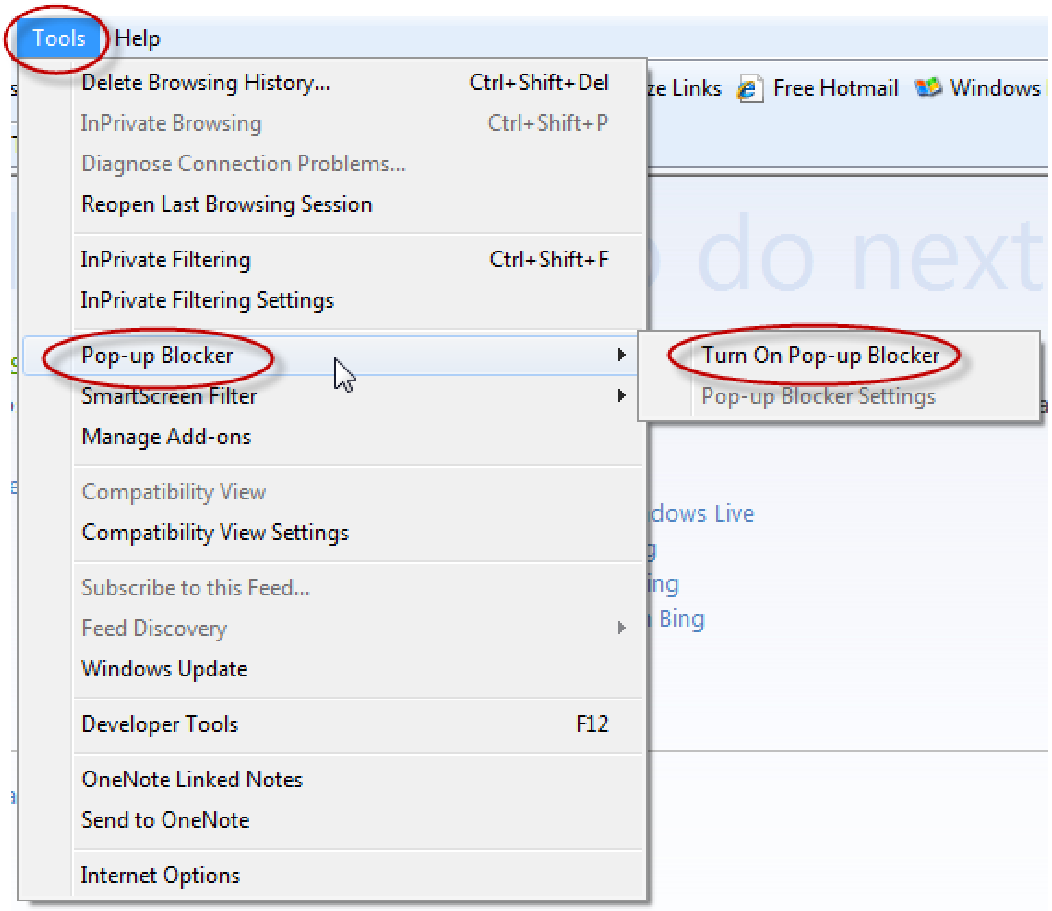
1. Internet Explorer Version 8 (Help > About Internet Explorer)

2. Set to check for new versions of stored pages (Internet Explorer > Tools > Internet Options > Browsing history- Settings > Every time I visit the webpage>ok. (See Figure below).



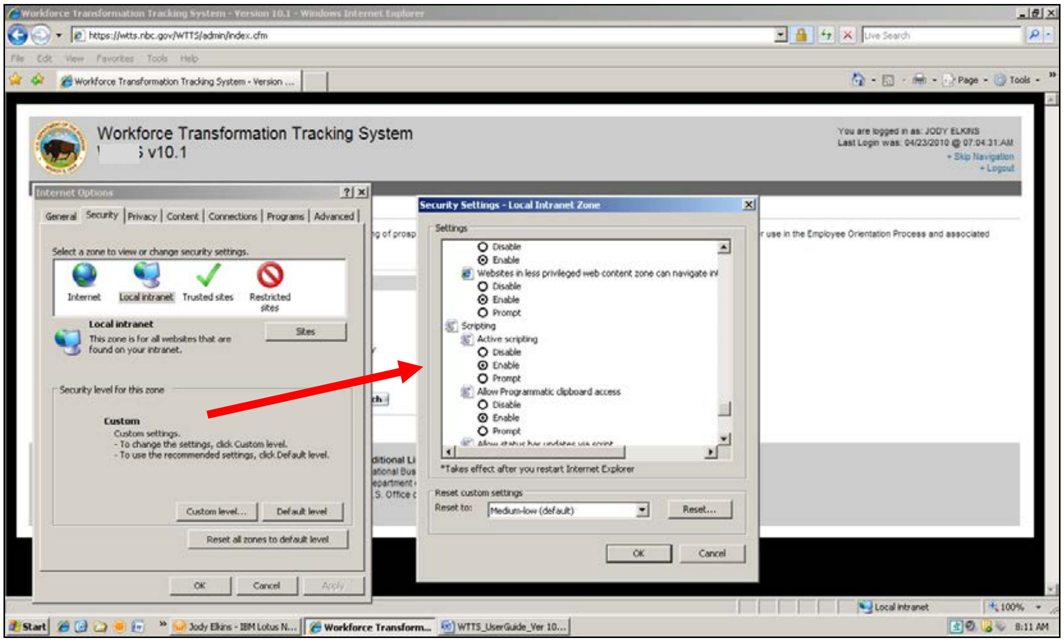
Set Browser to Check for New Versions of Stored Pages

3. Disable pop-up blocker (Internet Explorer > Tools > Pop-up Blocker > Turn On Pop-up Blocker.) (See Figure below)



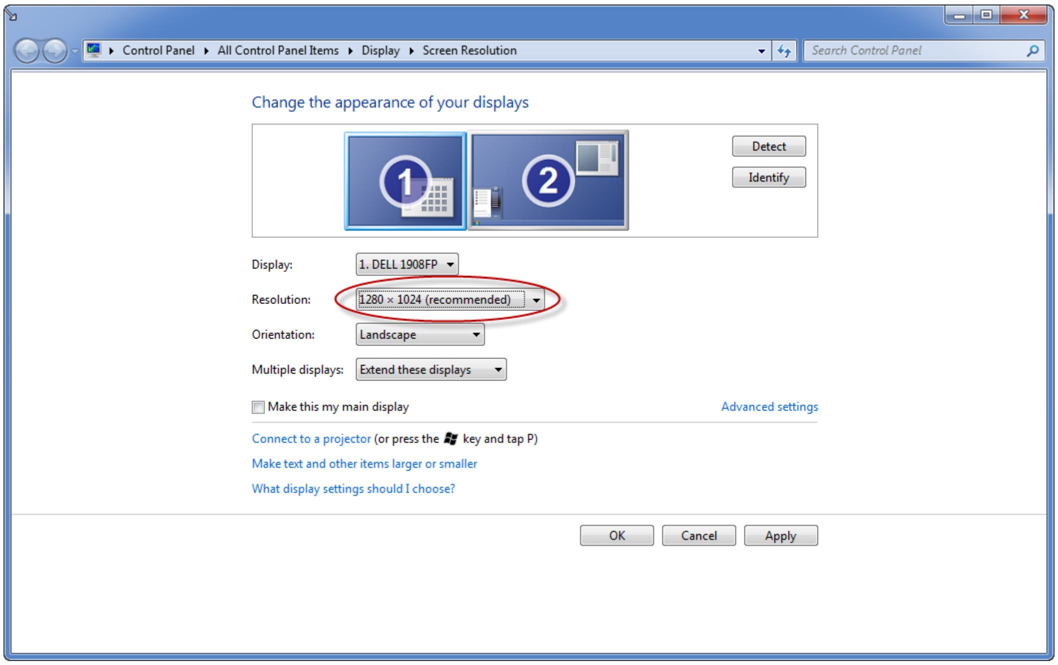
Disable Pop-up Blocker

4. JavaScript enabled (Internet Explorer > Tools > Internet Options > Security tab > Custom Level > scroll to Scripting > Active Scripting – select "Enable"). (See Figure below).



JavaScript Enabled

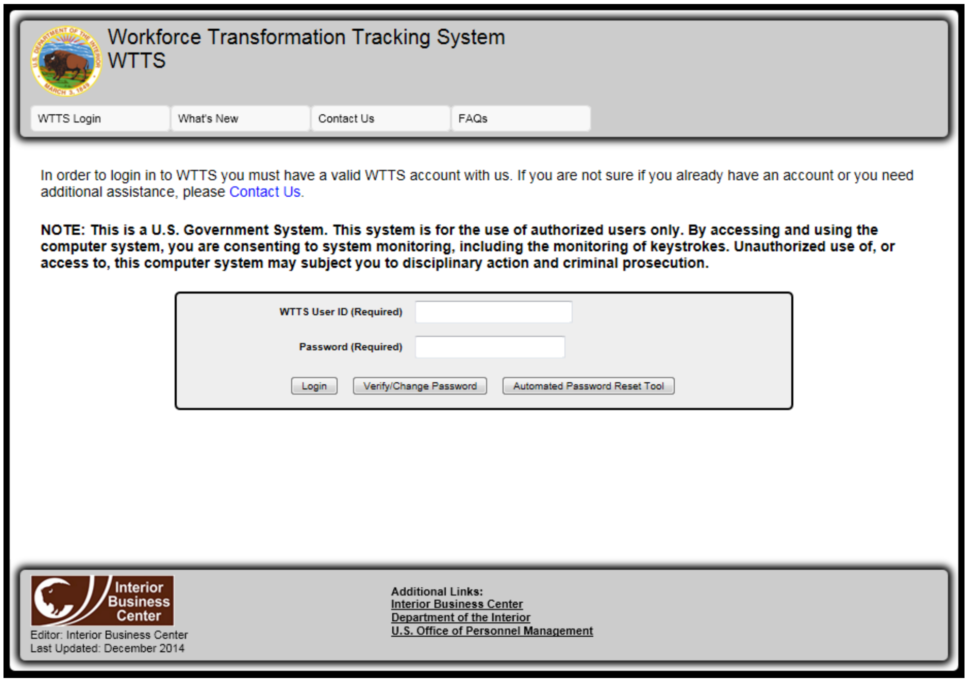
5. Recommended screen resolution: 1280 x 1024. The system can function with a screen resolution set to lower than 1280 x 1024, but some screens "wrap" making the appearance less than optimum. Right click on desktop > Screen Resolution (see Figure below).



Recommended Screen Resolution

System Access

This section provides information on how to access the system and who to contact for system access.



WTTS Login Page

The WTTS Security Administrator provides users the URL for accessing the system. It is highly recommended that users save the URL as a favorite in their web browser.

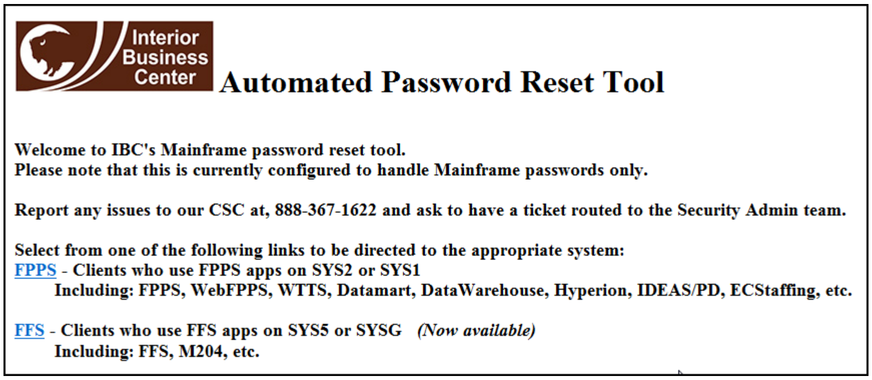
Login information for WTTS, and data access within WTTS, is the same as currently assigned for FPPS. Login information is typically provided by the assigned FPPS Security Point of Contact (SPOC) or WTTS Security Administrator. Contact your servicing HR office if you are unsure who that is.

The figure above depicts the WTTS Login Page. To log into the system, the user will enter their User ID and Password, and then click the "Login" button. The user is then directed to the "Security Caution – Protecting Personal Identifiable Information (PII) page." (see Figure below). Each user is responsible to be familiar with the content of this page before using the WTTS/EODS systems.

If the user receives a "login information invalid" error message more than once, the system may be indicating the user's FPPS password has expired.

- Click the "Verify/Change Password" button to access the FPPS Change Password Utility screen. The user can validate their password as being correct, or, if necessary, change it and then return to WTTS.

- Click the "Automated Password Reset Tool" button to launch the password reset tool in the event that your password is not working/locked. Select the "FPPS" link to change your password (see figure below).


Interior Business Center

Automated Password Reset Tool

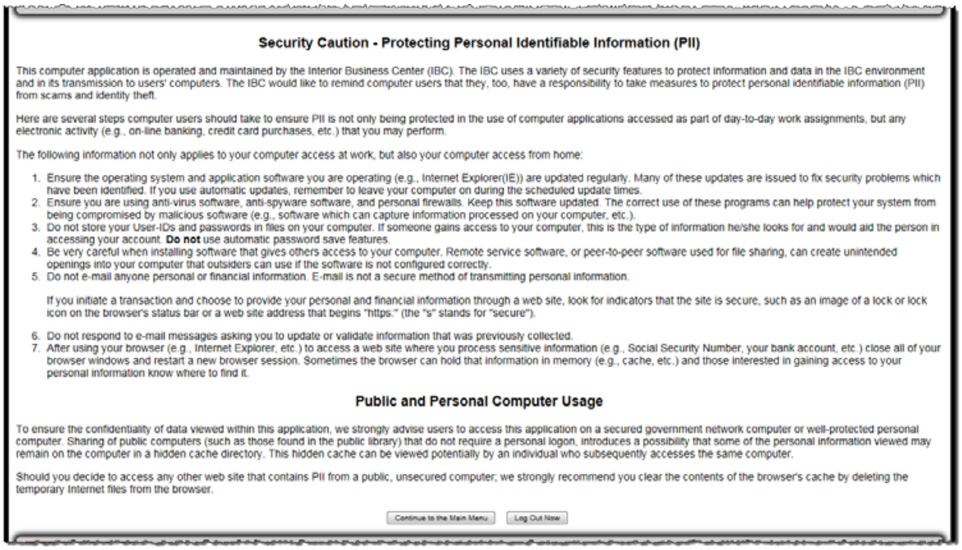
Welcome to IBC's Mainframe password reset tool.
Please note that this is currently configured to handle Mainframe passwords only.

Report any issues to our CSC at, 888-367-1622 and ask to have a ticket routed to the Security Admin team.

Select from one of the following links to be directed to the appropriate system:
FPPS - Clients who use FPPS apps on SYS2 or SYS1
Including: FPPS, WebFPPS, WTTS, Datamart, DataWarehouse, Hyperion, IDEAS/PD, ECStaffing, etc.

FFS - Clients who use FFS apps on SYS5 or SYSG ***(Now available)***
Including: FFS, M204, etc.

- After entering a correct WTTS User ID and password, click the "Login" button and the user will login the Security Caution page.


Security Caution - Protecting Personal Identifiable Information (PII)

This computer application is operated and maintained by the Interior Business Center (IBC). The IBC uses a variety of security features to protect information and data in the IBC environment and in its transmission to users' computers. The IBC would like to remind computer users that they, too, have a responsibility to take measures to protect personal identifiable information (PII) from scams and identity theft.

Here are several steps computer users should take to ensure PII is not only being protected in the use of computer applications accessed as part of day-to-day work assignments, but any electronic activity (e.g., on-line banking, credit card purchases, etc.) that you may perform.

The following information not only applies to your computer access at work, but also your computer access from home:

1. Ensure the operating system and application software you are operating (e.g., Internet Explorer(IE)) are updated regularly. Many of these updates are issued to fix security problems which have been identified. If you use automatic updates, remember to leave your computer on during the scheduled update times.
2. Ensure you are using anti-virus software, anti-spyware software, and personal firewalls. Keep this software updated. The correct use of these programs can help protect your system from being compromised by malicious software (e.g., software which can capture information processed on your computer, etc.).
3. Do not store your User-IDs and passwords in files on your computer. If someone gains access to your computer, this is the type of information he/she looks for and would aid the person in accessing your account. **Do not** use automatic password save features.
4. Be very careful when installing software that gives others access to your computer. Remote service software, or peer-to-peer software used for file sharing, can create unintended openings into your computer that outsiders can use if the software is not configured correctly.
5. Do not e-mail anyone personal or financial information. E-mail is not a secure method of transmitting personal information.

   If you initiate a transaction and choose to provide your personal and financial information through a web site, look for indicators that the site is secure, such as an image of a lock or lock icon on the browser's status bar or a web site address that begins "https:" (the "s" stands for "secure").

6. Do not respond to e-mail messages asking you to update or validate information that was previously collected.
7. After using your browser (e.g., Internet Explorer, etc.) to access a web site where you process sensitive information (e.g., Social Security Number, your bank account, etc.) close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g., cache, etc.) and those interested in gaining access to your personal information know where to find it.

Public and Personal Computer Usage

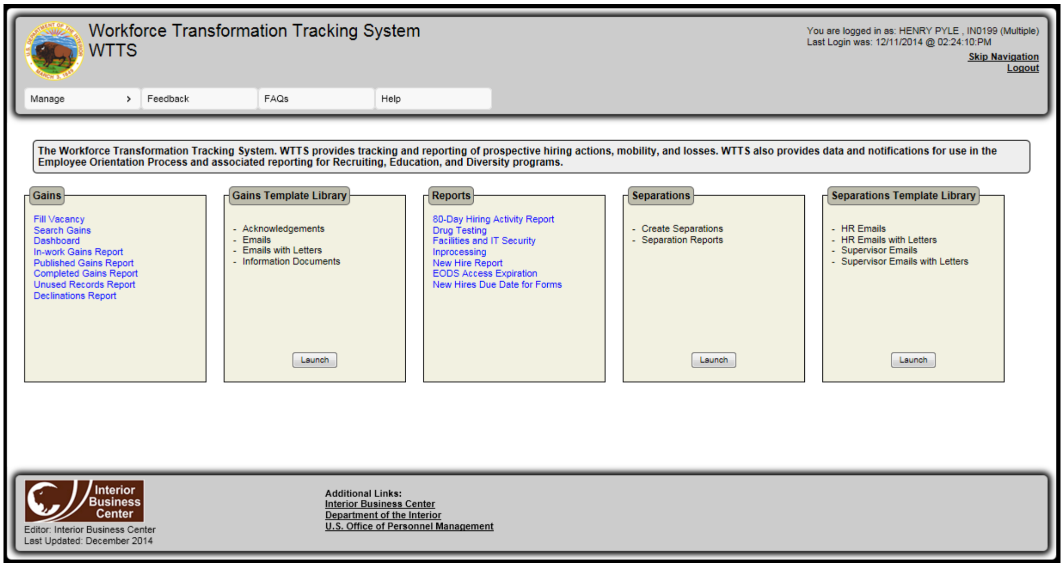
To ensure the confidentiality of data viewed within this application, we strongly advise users to access this application on a secured government network computer or well-protected personal computer. Sharing of public computers (such as those found in the public library) that do not require a personal logon, introduces a possibility that some of the personal information viewed may remain on the computer in a hidden cache directory. This hidden cache can be viewed potentially by an individual who subsequently accesses the same computer.

Should you decide to access any other web site that contains PII from a public, unsecured computer; we strongly recommend you clear the contents of the browser's cache by deleting the temporary Internet files from the browser.

Continue to the Main Menu | Log Out Now

Security Caution – Protecting Personal Identifiable Information (PII) page

When the user has familiarized themselves with the content of the Security Caution page, they may click the “Continue to the Main Menu” button and will be directed to the WTTS Home Page (see Figure below), or they may choose the “Log Out Now” button if they choose to log out.



WTTS Home Page

Access within WTTS is controlled by the WTTS Security Administrator. If a module (Gains, Gains Template Library, Reports, Separations, Separations Template Library) or a function (e.g., specific reports, Special Programs) is not present and you require access, contact your WTTS Security Administrator.

Gains: Clicking one of the blue hyperlinks in the Gains Module from the home page will take the user to its corresponding functional location in WTTS. An overview of each hyperlink is listed below. The functionality of each corresponding hyperlink will be discussed in Chapter 2, Gains Module.

Gains Module on the Home Page

- **Fill Vacancy:** The Fill Vacancy option is the starting point for creating a vacant position. Each time a position is created information is entered and reported on the Gains Dashboard.

- **Search Gains:** This is a powerful search tool which can be used to search for records throughout the system. For example, if you only have the WTTS ID and nothing else, you can enter the ID and search all reports for all fiscal years to locate the record.

- **Dashboard:** The Gains Dashboard shows vacancies and gains (new hires, transfers, conversions, or other accessions) for the current fiscal year. The screen consists of tabs, columns, and windows.

- **In-work Gains Report:** This is a summary report showing the current fiscal year status of projected gains and gains that are in process.

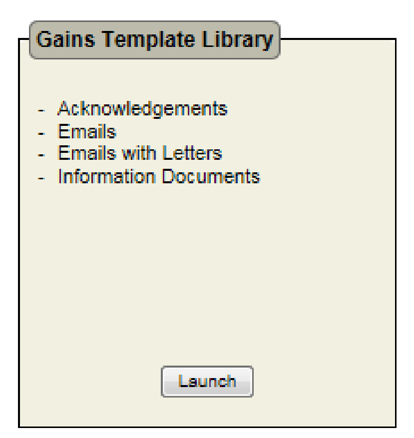
- **Published Gains Report:** This is a summary report showing the current fiscal year status of all published gains. The Published Gains report is a summary of positions after a selection has been made and the new hire has been provided information for accessing the on-line forms through the EODS.

- **Completed Gains Report:** This is a report showing the current fiscal year status of all completed gains. Completed gains are records that are ready for close-out and all information has been submitted to external systems.

- **Unused Records Report:** This is a summary report showing the records that have been marked "Unused" within a given fiscal year.

- **Declinations Report:** This is a summary showing the current fiscal year declinations.

Gains Template Library: To access the Gains Template Library, click the "Launch" button in the module on the Home Page. The Gains Template Library and the different templates (Acknowledgements, Emails, Emails with Letters, and Information Documents) will be discussed in detail in Chapter 8, Template Libraries.



Gains Template Library Module on Home Page

Reports: Clicking one of the blue hyperlinks in the Reports Module from the home page will take the user to its corresponding functional location in WTTS. An overview of each hyperlink is listed below. The functionality of each corresponding hyperlink will be discussed in Chapter 3, Reports Module.

Reports Module on the Home Page

- **80-Day Hiring Activity Report:** The 80-day Hiring Activity report is a tool to assist Agencies in completing their 80-day Hiring report.

- **Drug Testing:** This report can be used to track drug testing requirements for new hires.

- **Facilities and IT Security:** The purpose of this report is to provide Facilities and IT Security with advance notice of a new hire's arrival date and physical location for the new hire's work location.

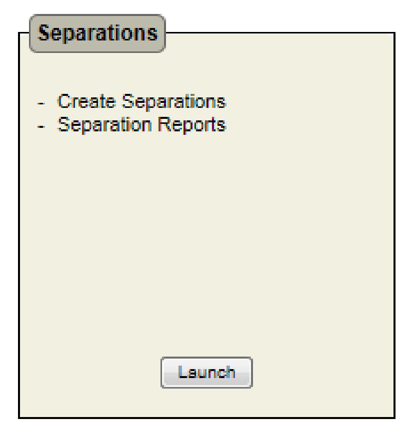
- **Inprocessing:** HR Representatives use the In-processing report to monitor the summary-level status of selectee employment documentation/forms. The report provides a status whether a form is "In-work" or "Submitted" by the selectee. It also shows whether the report has been "Approved", Sent to FPPS, or Completed by HR.

- **New Hire Report:** The purpose of this report is to provide the appropriate personnel the new employee's contact and organization information.

- **EODS Access Expiration:** This report provides a comprehensive list of all new hires whose access to EODS will expire within 15 days.

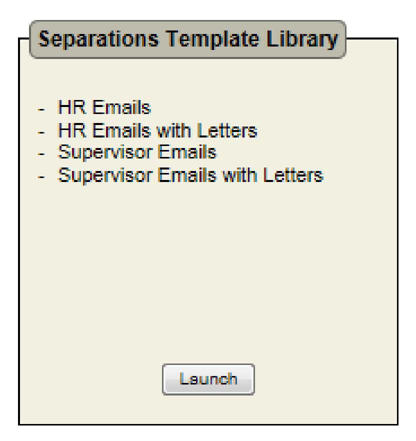
- **New Hires Due Date for Forms:** This report provides the HR Representative a comprehensive view of selectees forms that are date-sensitive and when the form is due.

Separations: To access Separations, click the "Launch" button in the module on the Home Page. The Separations Module (Create Separations and Separations Reports) will be discussed in detail in Chapter 4, Separations Module.



Separations Module on the Home Page

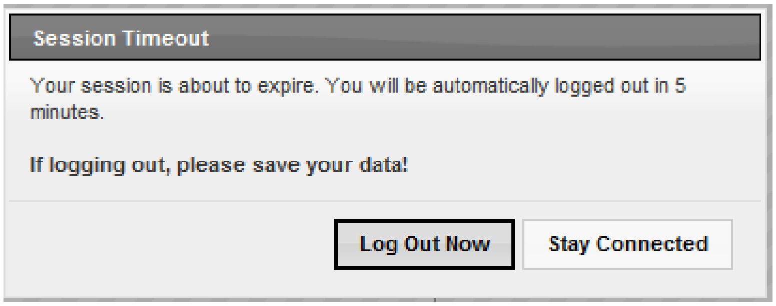
Separations Template Library: To access the Separations Template Library, click the "Launch" button in the in the module on the Home Page. The Separations Template Library (HR Emails, HR Emails with Letters, Supervisor Emails, and Supervisor Emails with Letters) will be discussed in detail in a section within Chapter 8, Template Libraries.



Separations Template Library Module on the Home Page

Session Timeout

The user is prompted 5 minutes before he/she is going to time out. Click "Stay Connected" to remain logged in. Click "Log Out Now" to log out (user should save their work before logging out). If there is no response to the prompt within 5 minutes, the user is automatically logged out.



WTTS Session Timeout Warning

Chapter 2: Gains Module

Overview

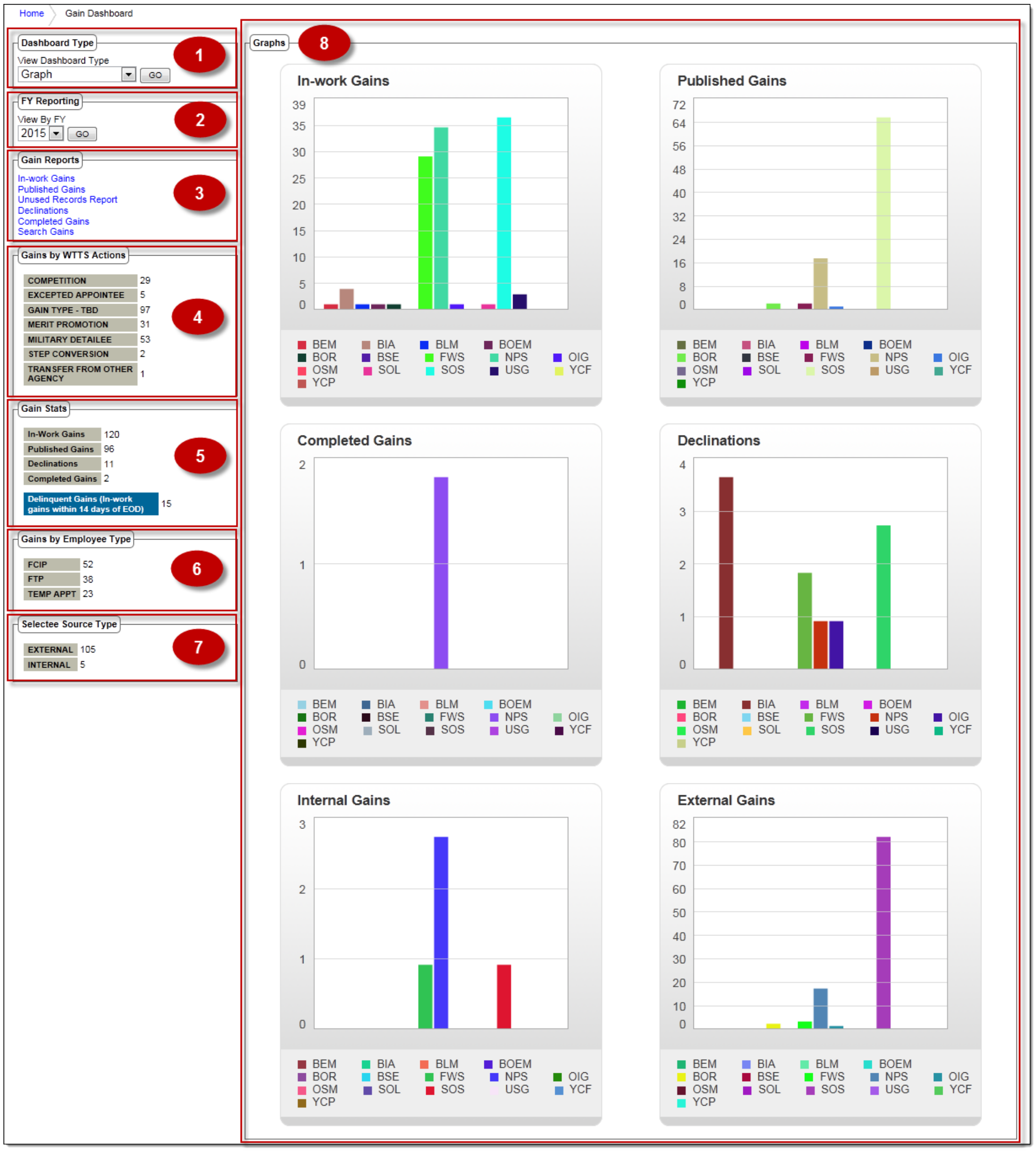
This section provides information on how to: 1) monitor, track, and view processes by viewing the Gains Dashboard and reports; 2) identify information required for input and data required for data exchange between systems by viewing information required to complete screen input, and 3) establish a clear delineation between the roles and responsibilities performed in the Requesting Office, HR Office, and other system user roles.

The Dashboard Screen

The Gains Dashboard shows vacancies and gains (new hires, transfers, conversions, or other accessions) for the current fiscal year. The screen consists of tabs, columns, and windows. Each is described below.

To access the Gains Dashboard, click the "Dashboard" hyperlink in the Gains content frame on the WTTS Home Page. (see Figure below)

Dashboard Hyperlink



WTTS Dashboard

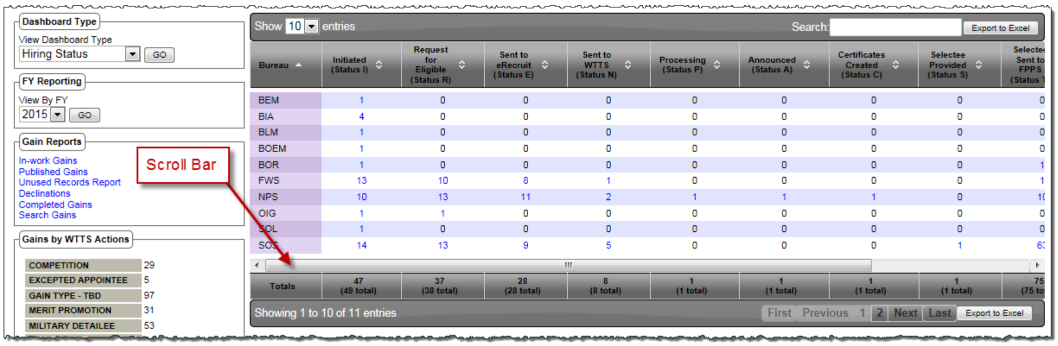
Following are descriptions of each numbered box referenced in the above figure:

1. **Dashboard Type.** There are three Dashboard types to choose from the "View Dashboard Type" dropdown. After choosing the dashboard type from the dropdown, left-click the "Go" button to load the selected Dashboard Type. The system will remember which Dashboard Type the user chooses and it will remain the default dashboard type each time the user signs in until/unless a different one is selected.

Dashboard Type with Workforce Planning selected

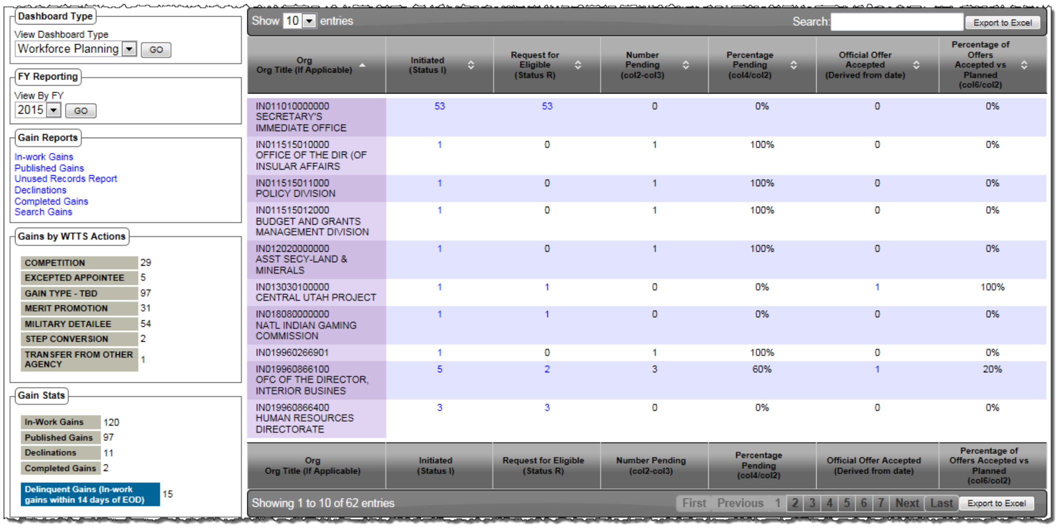
- *Graph.* This Dashboard Type (shown in the WTTS Dashboard graphic above) is the default Dashboard Type when viewing the Dashboard for the first time. Each individual graph will have a colored bar (a different colored bar for each bureau to which the user has access) indicating in bar graph form the number of records in each corresponding report status. There are six graphs, one for the following Gain Report Types (In-work Gains, Published Gains, Completed Gains, and Declinations) as well as Internal Gains and External Gains.

- *Hiring Status.* This report displays the counts in their current WTTS Status, each status being a separate column in the report. Users with access to multiple bureaus will see a row for each bureau. Use the scroll bar at the bottom of the report window to scroll to the right or left to see all the Status columns. The blue number in each column is a hyperlink indicating the total number of records in that status. Left-clicking the number will direct the user to a report for all records currently in that status.



Hiring Status Dashboard Type

- *Workforce Planning.* This report, as with the Hiring Status report, have hyperlinks (blue numbers in the first two columns only) indicating the total number of records in that status. Left-clicking the hyperlink will direct the user to a report listing each of the corresponding transactions.



Workforce Planning Dashboard Type

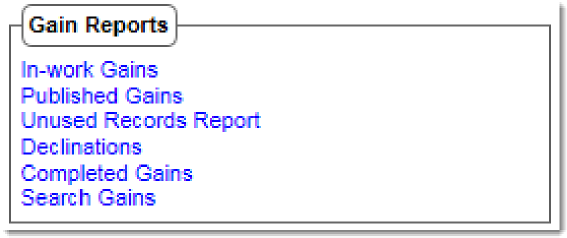
- *Initiated, Status "I" (Column 2).* The results of this column, are records with status "I" (Initiated). It excludes records with status "W" (Removed) and status "U" (Unused).

- *Request for Eligibles, Status "R" (Column 3).* The results of this column include records with the current status of "R" (Request for Eligibles) *as well as* records with status "R" in their status history. It excludes records with status "W" (Removed) and status "U" (Unused).

- *Columns 4, 5, 6, and 7.* These columns are computations as shown in the header or a derivation from the Official Offer Accepted Date being populated.

2. **FY Reporting.** Use the "View By FY" dropdown to choose the fiscal year that will show on the Dashboard reports.

3. **Gain Reports**. There are six types of Gains Reports. (These can also be accessed from their corresponding hyperlink on the WTTS Home Page). They are as follows:



- *In-work Gains*. This is a summary report showing the current fiscal year status of projected gains and gains that are in process.

- *Published Gains*. This is a summary report showing the current fiscal year status of all published gains. The Published Gains report is a summary of positions after a selection has been made and the new hire has been provided information for accessing the on-line forms through the EODS.

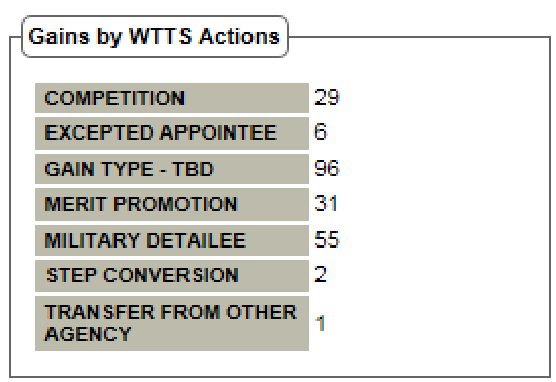
- *Unused Records Report*. This is a summary report showing the records that have been marked "Unused" within a given fiscal year.

- *Declinations Report*. This is a summary showing the current fiscal year declinations.

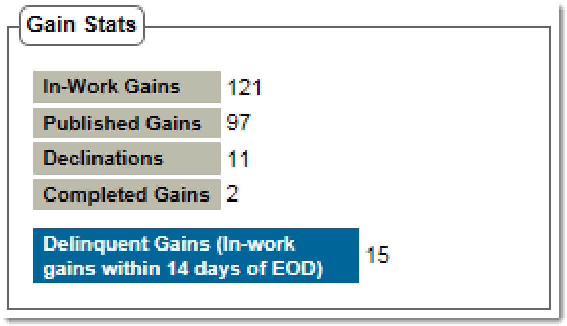
- *Completed Gains*. This is a report showing the current fiscal year status of all completed gains. Completed gains are records that are ready for close-out and all information has been submitted to external systems.

- *Search Gains*. This is a powerful search tool which can be used to search for records throughout the system. For example, if you only have the WTTS ID and nothing else, you can enter the ID and search all reports for all fiscal years to locate the record.

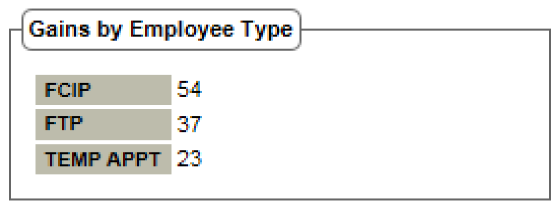
4. **Gains by WTTS Actions**. Displays gains by recruitment method selected when the initial fill vacancy was created. (The number of declinations is excluded). This window can be minimized by clicking on the "-" in the upper right-hand corner.



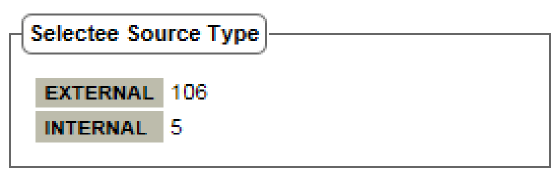
5. **Gain Stats.** Categorizes the total number of current gains that are in-work, published, completed, and delinquent.



6. **Gains by Employee Type.** Graphical display of gains by employee type (i.e., term, full time permanent, etc.).



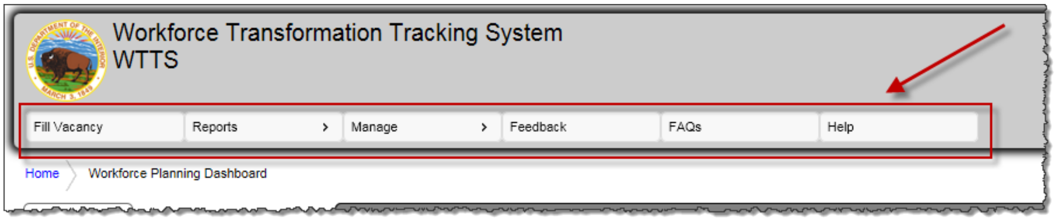
7. **Selected Source Type.** Categorizes the source of hires as either External or Internal.



8. **Graphical display (Graph, Hiring Status, or Workforce Planning)**. Changed by choosing one of the three Dashboard Types, this provides a graphical or numerical representation of the number of in-work gains, published gains, completed gains, declinations, internal, and external gains.

MENU BAR OPTIONS

The Menu Bar carries the headers throughout the WTTS application (see Figure below). Depending on your role, you may see all or only some of these headers.



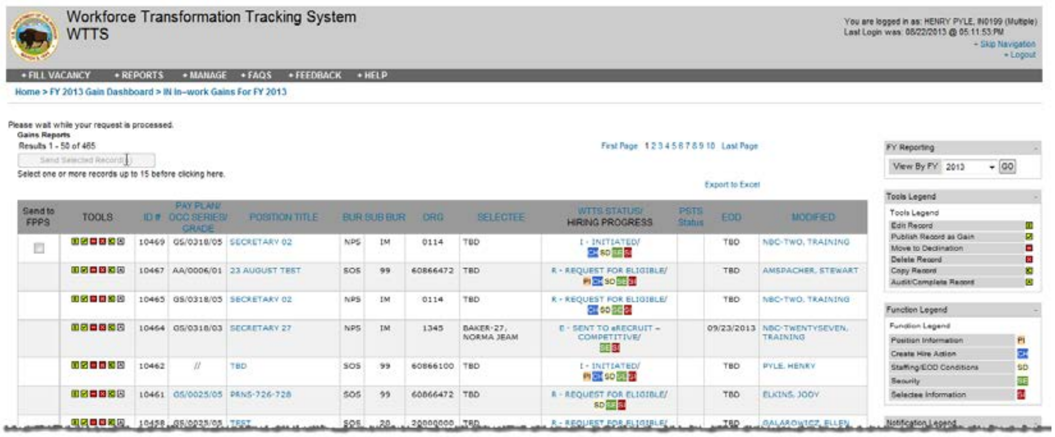
Menu Bar

Following are the headers, from left to right, and their functions.

1. **Fill Vacancy**. This tab takes you to the Create Vacancy screen. This is the first screen in the fill vacancy sequence.
2. **Reports**. This tab takes you to the summary list of reports in the Gains module (see previous description of reports).
3. **Manage**. Depending on your security access, this sub-module contains:
   - Create/Modify/Delete User Account
   - Modify Cross Servicing Account
   - Locked User Account (unlocking EODS user)
   - Manage Bureau Targets
4. **FAQS**. The WTTS user can click on the FAQs to get to the 'Tips & Tricks for WTTS/EODS'. Upon request, a WTTS user may submit a ticket to the Help Desk to update the FAQs and/or Tips & Tricks with new information.
5. **Feedback**. This tab allows you to email the system manager.
6. **Help**. This tab allows you to access the WTTS User's Guide.

Summary Report Screen

The In-work Gains report provides quick access to hiring records (see Figure below). The fields found on each of the reports (In-work Gains, Published, and Completed Gains) are described below. Each report has a similar look and feel.

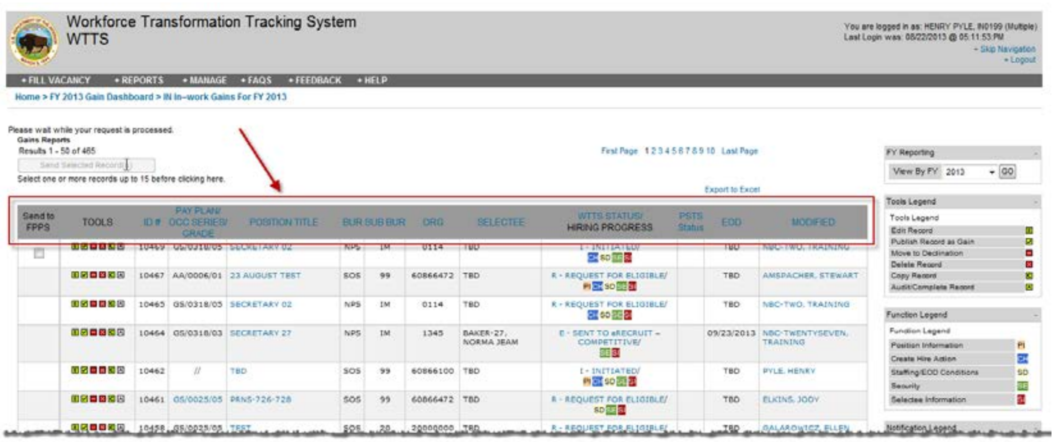


Summary Report Screen

Navigate to reports from the Dashboard by either clicking the title under "Reports" on the WTTS Menu Bar or clicking the link to a report in the Gain Reports window.

Columns

There are 13 columns of data on the In-work Gains, Published Gains, and Completed Gains screens (see Figure below).

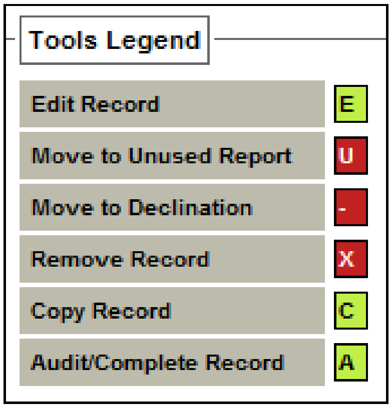


Columns and Tools

Additionally, WTTS uses tools, terminology, abbreviations, and various icons, all having their own special meaning. They are as follows:

1. **Send to FPPS** .When there is a checkbox in this column, the record is available to send to FPPS (all edits have been met). You may also click multiple boxes on this screen to send several records to FPPS simultaneously. Note: The status will be "M" while the records are processing in the background. You cannot send more than 15 records to FPPS at one time. See the section on WTTS Status History for further explanation.

2. **Tools**. This column has six "tool" icons:



- Edit  opens a data screen where you can edit the record.

- The Move to Unused Report icon  allows the user to mark a record as "unused" and move it to the Unused Records Report. The WTTS Status History will be updated with "U – Unused." The Unused Records Report has the same functionality as all other Gain Reports (Search, Change FY, Export to Excel). More information about the Unused Record Report can be found in the "Unused Record Report" section of this chapter.

  Note USAS Customers: Record marked "Unused" in USAS will also appear on the Unused Records Report in WTTS.

  - Only users with the HR Role can mark a record as "Unused."

  - A User can only mark a record "Unused" within the In-Work Gains report.

  - The ability to mark a record as "Unused" is status-dependent. The "Unused icon will not be available if a record is in one of the following statuses:

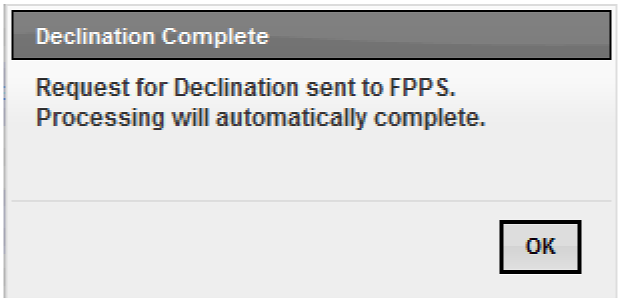
    - "S" (Selectee Provided)

    - "T" (Selectee Info Sent to FPPS)

- "F" (FPPS Complete)
- "B" (Audited/Complete)

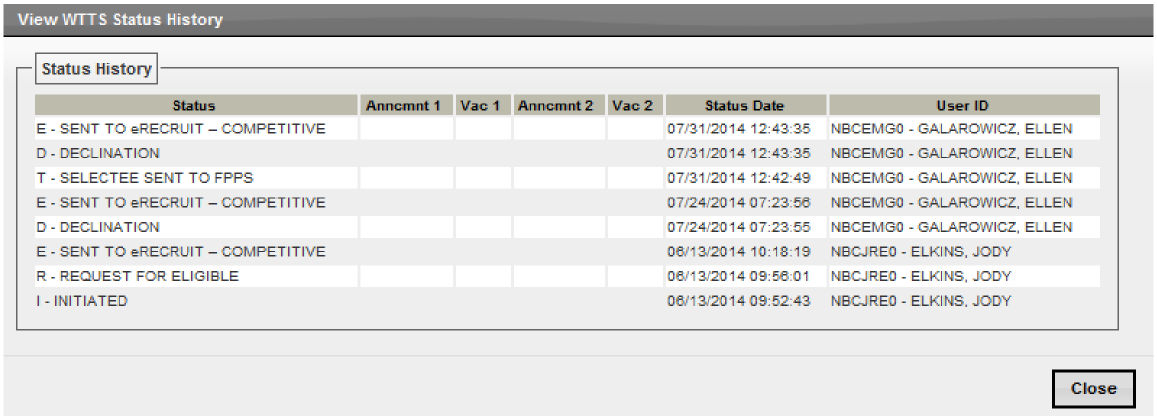
- An HR Rep is also unable to mark as record as "Unused" if it contains selectee information. If selectee information is present within a record that the user wishes to mark unused:
  - Perform a Declination,
  - Unpublish the record (if it is Published), then
  - Complete the action on the In-Work Gains report.

- Use the Move to Declination icon when a selectee declines the vacancy offer. It removes the selectee's information from the vacancy and leaves the position information intact to be used for another selection. When the "Move to Declination" button is pushed, a pop-up displays letting the user know that the declination request has been sent to FPPS.



Declination Complete pop-up

- Real-time, FPPS removes the selectee-related information
- The record is moved to the In-work Gains Report in either Status "E" or "N" (whichever status it was in prior to sending Selectee info to FPPS).
- Information on the Position Info and Create Hire Action screens remains intact, to include the FPPS Transaction Number.
- The WTTS status history is updated to reflect the Declination (the following screen shot is for a record where two declinations were processed).



View WTTS Status History

Status History

Status	Anncmnt 1	Vac 1	Anncmnt 2	Vac 2	Status Date	User ID
E - SENT TO eRECRUIT – COMPETITIVE					07/31/2014 12:43:35	NBCEMG0 - GALAROWICZ, ELLEN
D - DECLINATION					07/31/2014 12:43:35	NBCEMG0 - GALAROWICZ, ELLEN
T - SELECTEE SENT TO FPPS					07/31/2014 12:42:49	NBCEMG0 - GALAROWICZ, ELLEN
E - SENT TO eRECRUIT – COMPETITIVE					07/24/2014 07:23:56	NBCEMG0 - GALAROWICZ, ELLEN
D - DECLINATION					07/24/2014 07:23:55	NBCEMG0 - GALAROWICZ, ELLEN
E - SENT TO eRECRUIT – COMPETITIVE					06/13/2014 10:18:19	NBCJRE0 - ELKINS, JODY
R - REQUEST FOR ELIGIBLE					06/13/2014 09:56:01	NBCJRE0 - ELKINS, JODY
I - INITIATED					06/13/2014 09:52:43	NBCJRE0 - ELKINS, JODY

Close

Status History showing Declination

- Use the Delete (delete record) icon X to delete an erroneous vacancy record. An additional pop-up window displays to ensure the user understands if they click 'ok', the record will be permanently deleted. **Note**: If the transaction has been sent to FPPS, the action must be manually deleted from FPPS.

- Use the Copy icon C to create up to 25 copies of the same record. This feature allows the manager/supervisor or HR representative to use an existing vacancy to create multiple identical records. The user may send multiple RFEs to FPPS when using the copy feature, however it is recommended that only a maximum of 10 records be used when using the 'Create Records and Send to FPPS' feature.

    - User's may use this Copy feature one of two ways:

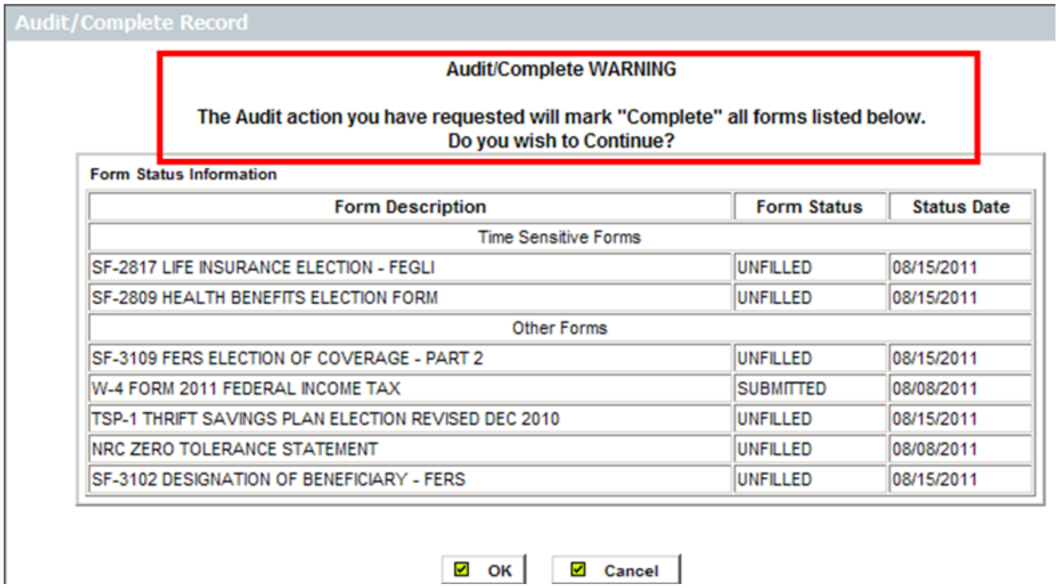
        - Copy only is used to create multiple positions using an existing record.

        - Copy & Send RFE to FPPS is used to create multiple records and send them in mass (or individually) to FPPS.

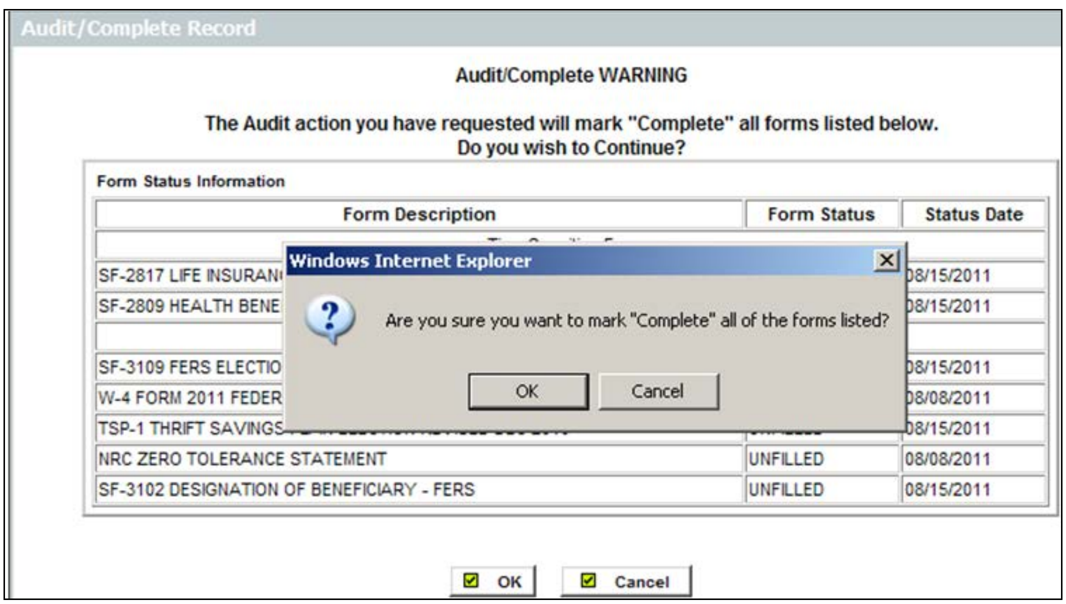
- Use the Audit icon A to complete the action in WTTS. The record must be in Status 'F' [release for update (RLUP'd) in FPPS] before it can be audited. Once a record has been audited, it moves from the Published Gains to the Completed Gains report. The status will change from 'F' to 'B' (Completed).

    - The user may force a record to be 'Audited' to get forms to a 'Completed' status. The user will then be prompted with a "Warning" pop-up message stating, "The Audit action you requested will mark "Complete" ALL forms listed below". Press 'Cancel' to go back to the Gains Report or 'OK' to complete the action (see below).

IMPORTANT NOTE: If the user continues, as the pop-up warning says, ALL the listed forms will be marked "Complete". Once an Audit is complete, neither you nor the new hire will be able to access any forms.



Columns and Tools (cont'd)



Columns and Tools (cont'd)

- If the user clicks "OK", a second pop-up warning is displayed.

   - When the user clicks "OK" on the second pop-up warning, the record is moved to the Completed Gains report with a Status = B (Complete). Forms can no longer be viewed in WTTS or by the new hire in EODS.

     Note: Clicking the "Cancel button" on either of the two screens above CANCELS the action.

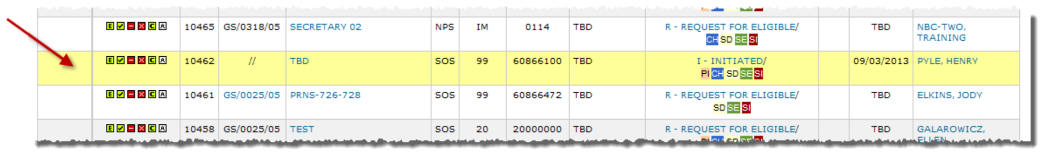
3. **ID#**. This is the WTTS-generated identification number.
4. **Pay Plan/Occ Series/Grade**. This field is populated with the Pay Plan/Occ Series/Grade for the new hire.
5. **Position Title**. The position title.
6. **Bur**. The gaining Bureau.
7. **SubBur**. The gaining Sub-bureau.
8. **Org**. The gaining organization.
9. **Selectee**. The selectee's name (or TBD if no selectee exists).
10. **WTTS Status/Hiring Progress**.
    - **WTTS Status:** This column contains a link to a record's chronological status history. The user can only sort this column by the WTTS Status.
    - **Hiring Progress**: When a vacancy is created, this column has six icons that remain visible as long as the required information in that section (tab/screen) is incomplete. The icon disappears when that section is complete, meaning all items marked with an asterisk (*) contain information. The six icons are as follows:
      - PI Position Information
      - CH Create Hire Action
      - SD Staffing/EOD Conditions
      - SE Security
      - SI Selectee Information
11. **PSTS Status**. The selectee's Personnel Security Tracking System (PSTS) status.

12. EOD. The official entry on duty (EOD) date.

13. Modified. This is auto-filled with the User's name of the last person to modify the record.

Delinquent Records

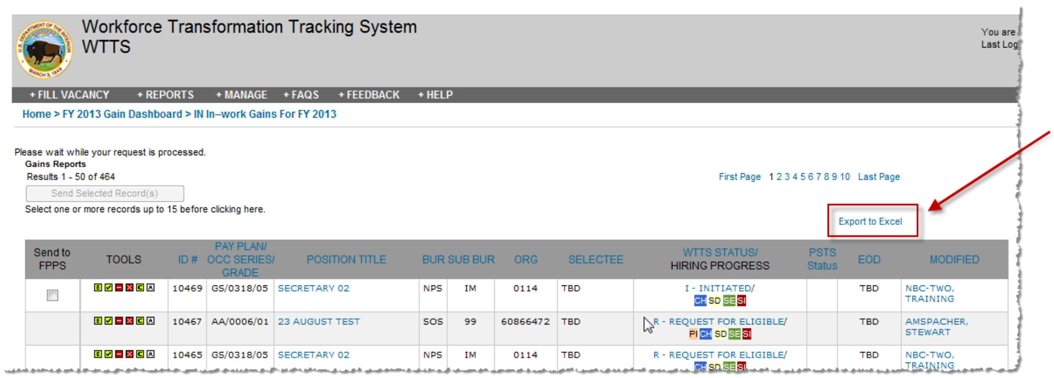
A "Delinquent" record has a Projected EOD date (displayed in the header on this report as "EOD") that is within 14 days of the current system date. Delinquent records are highlighted in yellow as a reminder to review the record (see Figure below). For example, if the new hire's projected EOD date has changed, edit the record to reflect that change.



Delinquent Records Detail

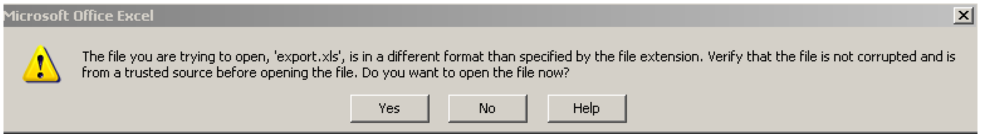
Export to Excel

All reports (In Work Gains, Published Gains, Completed Gains, Declinations, Search, and all Special Program reports) have a new link to "Export to Excel" at the top and bottom of each page (see Figure below). If you are exporting a report that has more than one page of data, all the records are exported to the report.



Export to Excel link

When you click the link to 'export' your report; or, if you have saved the report and you are opening it, you may or may not see the following pop-up (controlled by group security policies) (see Figure below) and a small pop-up window in the background.



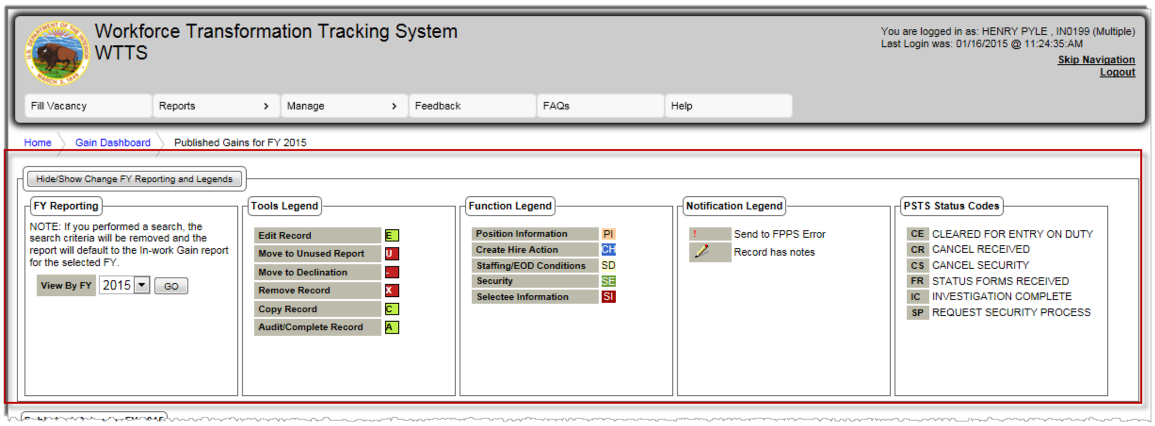
Export to Excel warning pop-up

- Click "YES" to continue
- If you click "NO", the process will stop and you will need to close the pop-up window manually.

You will need to adjust some column widths to see all cell data.

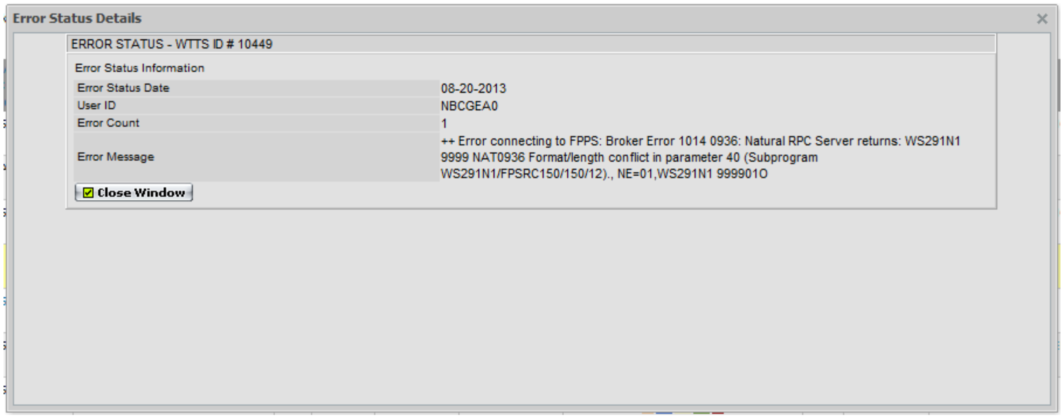
REPORT LEGENDS

The reports legend is an explanation for the various icons and symbols used throughout WTTS. (see Figure below)



Report Legends

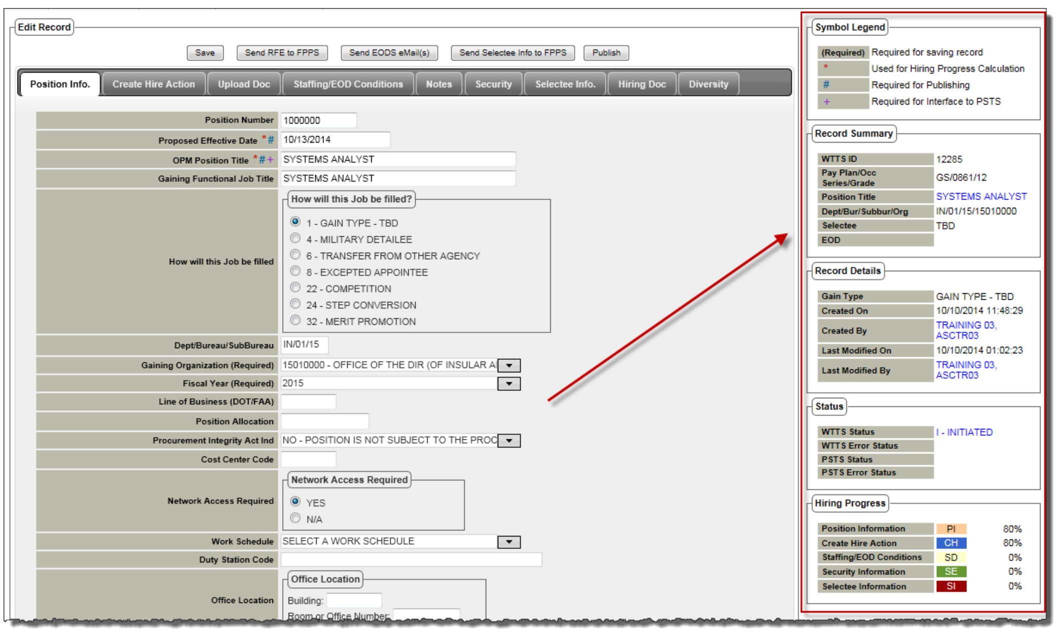
1. **FY Reporting**. Defaults to current fiscal year. Can be changed to view data for prior fiscal years.
2. **Tools Legend**. Provides a description of each edit tool icon.
3. **Function Legend**. Provides a description of each completion status icon.
4. **Notification Legend**. Shows icons used for an alert (locked EODS account, error status).
   - **Note**: The red "!TBD" indicates there is an error on this record. When the user clicks the hyperlinked red "!TBD", an error message displays as shown below (see Figure below).



!TBD Error Status Pop-up

5. **PSTS Status Codes**. Provides a description of the PSTS Status Codes.

General Screen Information



General Screen Information

On the right side of each screen (see Figure above) four windows appear. They are described as follows:

1. **Symbol Legend**. This frame is a legend for the symbols that appear next to many fields.

   (Required) indicates that the field is required.

A red asterisk (*) indicates that the field is used for the hiring progress calculation.

A blue pound sign (#) indicates that the field is required for publishing.

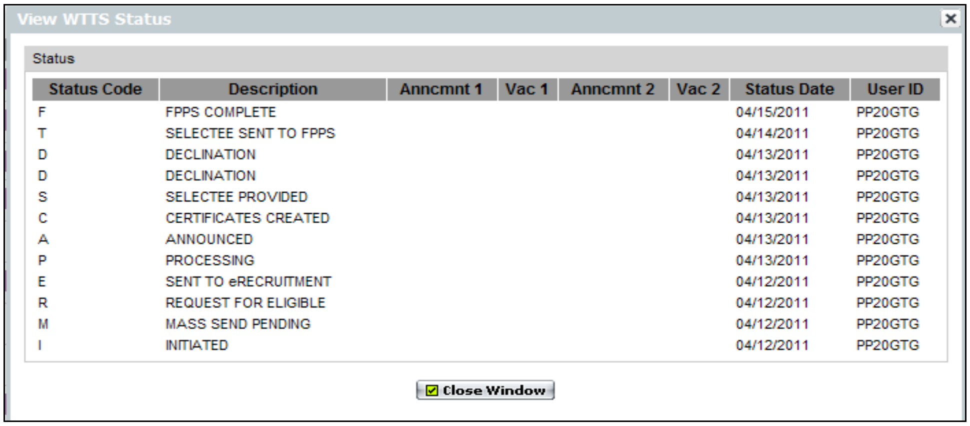
A purple plus sign (+) indicates that the field is required for interface to PSTS.

2. **Record Summary**. This frame displays a summary of the unique identifiers to the specific record.
   - WTTS ID – The unique I.D. assigned to the record.
   - Pay Plan/Occ Series/Grade – The Pay Plan, Occupational Series and Grade of the position.
   - Position Title – The title of the position.
   - Dept/Bur/Subbur/Org – The Department, Bureau, Sub-bureau, and Organization codes.
   - Selectee – The name of the Selectee.
   - EOD – The projected Entry On Duty date.
3. **Records Detail**. This frame displays information on the following:
   - Gain Type – Vacancy fill action type
   - Created On – Date the record was created
   - Created By – User ID of the person who created the record
   - Last Modified On – Date the record was last modified
   - Last Modified By – User ID of person who last modified the record
4. **Status**. This frame displays the WTTS Status (see next section for status definitions). If there is an error on the record, it is displayed beside the WTTS Error Status field.
5. **Hiring Progress**. This frame displays the hiring progress percentages of each of the tabs on the record (excludes notes). For example, the frame above displays 100% next to Position Info because all fields marked with a red asterisk (*) have been completed. However, note that the Create Hire Action screen is at 80% progress. That is because there are still fields marked with a "*" that have not been completed.

There are also incomplete fields on the remaining tabs, so their hiring progress percentage is at 0%. Once all fields marked with a "*" are populated, the progress indicators will display 100%.

WTTS Status History

Wherever a status history hyperlink is available, the user may click it to activate a pop-up window displaying a transaction history (see Figure below). The status for each line item is indicated by the code in the Status Code column. If an error is indicated, click the description to display the error message.


View WTTS Status

Status

Status Code	Description	Anncmnt 1	Vac 1	Anncmnt 2	Vac 2	Status Date	User ID
F	FPPS COMPLETE					04/15/2011	PP20GTG
T	SELECTEE SENT TO FPPS					04/14/2011	PP20GTG
D	DECLINATION					04/13/2011	PP20GTG
D	DECLINATION					04/13/2011	PP20GTG
S	SELECTEE PROVIDED					04/13/2011	PP20GTG
C	CERTIFICATES CREATED					04/13/2011	PP20GTG
A	ANNOUNCED					04/13/2011	PP20GTG
P	PROCESSING					04/13/2011	PP20GTG
E	SENT TO eRECRUITMENT					04/12/2011	PP20GTG
R	REQUEST FOR ELIGIBLE					04/12/2011	PP20GTG
M	MASS SEND PENDING					04/12/2011	PP20GTG
I	INITIATED					04/12/2011	PP20GTG

Close Window

WTTS Status History

Descriptions of the status codes are as follows:

1. **WTTS Status**. This status shows a history of the integration among WTTS, FPPS, and the eRecruitment system. WTTS statuses are listed in the order in which they occur. See Figure below for further explanation on each of the codes. A table showing all statuses follows the codes and their descriptions:

   - I – INITIATED. Vacancy has been created in WTTS but the position information has not been sent to FPPS.

   - R – REQUEST FOR ELIGIBLE. This status is displayed when the requesting office has initiated the create hire action in WTTS. Clicking the "Send to FPPS" button on the Create Hire Action screen provides position information to FPPS to generate the RFE. If there is a communication error between WTTS and FPPS, the FPPS Transaction Number on the Create Hire Action screen displays "Error sending data to FPPS. The WTTS Status displays the previous status.

   - M – MASS SEND PENDING. The record(s) have been sent to FPPS and are awaiting a response (transaction number) back from FPPS.

   - E – SENT TO eRECRUIT – COMPETITIVE. The SPO reviews the RFE and initiates the vacancy announcement through FPPS by selecting the e-recruit (PF6) function key. At this time, the status in WTTS is updated to an "E." and any changes the SPO makes to the RFE are sent to WTTS (the position information is updated). This same action also generates a web service from FPPS to eRecruitment with the vacancy information.

     If the user is not going to issue a vacancy announcement for this position, click the WTTS (PF5 button). This action sends a web service with any changes made in FPPS back to WTTS. It also updates the WTTS Status from "R" to "E".

     Note: HR has one opportunity to send updated position information from FPPS to WTTS and eRecruitment using either the (PF5) or PF6 buttons.

   - N – SENT TO WTTS – NON-COMPETITIVE. When the WTTS user selects the F5 key in FPPS Blue Zone, the action is sent to WTTS only. If the user is not going to issue a vacancy announcement, click the WTTS (PF5 button). At this time, the WTTS status is updated to an "N".

- P – PROCESSING. The status from the eRecruitment to WTTS. Once the HR Representative selects the record in the eRecruitment system and begins working the vacancy, the eRecruitment system sends WTTS an updated status of "P" for Processing.
- A – ANNOUNCED. The status from eRecruitment to WTTS when the position has been announced/posted.
- C – CERTIFICATES ISSUED. The status from eRecruitment to WTTS when the certificate has been issued to the selecting official.
- S – SELECTEE PROVIDED. The status from eRecruitment to WTTS. After a selection has been made and the formal offer has been extended and accepted, the SPO sends the selectee information from eRecruitment to WTTS.
- U – UNUSED. This status can come from eRecuitment or is the HR Rep can initiate the status in WTTS. This status indicates that an announcement was not used.
- Z – The status from the eRecruitment system to WTTS. This status notifies the WTTS user an announcement is closed.
- X – The status from eRecruitment to WTTS. This status notifies the WTTS user an announcement was cancelled (not currently in use).
- O – The status from eRecruitment to WTTS. This status notifies the WTTS user an offer was cancelled.
- T – SELECTEE SENT TO FPPS. Status from WTTS to FPPS when the selectee information has been sent to FPPS. (Note: Selectee information cannot be sent to FPPS until the record has been "Published." The "Send to FPPS" button on the Hiring Doc screen is disabled until the record has been "Published.")
- F – FPPS COMPLETE. This record is "Complete" in FPPS. The HR Representative has "RLUP'd" the record in FPPS.
- B – COMPLETE. The record has been "Audited" by an HR Representative in WTTS.
- D - Declination. Individual declined the position.
- UTX – Manually 'unlink' an FPPS transaction number from an MGS announcement.
- UHTX - Selectee is "Unhired" in Monster
- DTX - FPPS transaction manually deleted

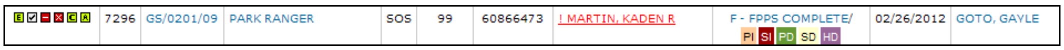
WTTS Status Codes

WTTS Status	Code Description	Action	System Generating Status	Transaction Routing
I	Initiated	A vacancy was created in WTTS but has not been sent to FPPS	WTTS	N/A
M	Mass Send Pending	User has elected to sent multiple transactions to FPPS (either via the copy function or from the In Work Gains Report)	WTTS	N/A
R	Request for Eligible	FPPS notifying WTTS it has received a Request for Eligibles	FPPS	FPPS to WTTS
E	Sent to eRecruit-Competitive	FPPS notifying WTTS the Request for Eligibles was sent to eRecruit	FPPS	FPPS to eRecruit
N	Sent to WTTS – Noncompetitive	FPPS notifying WTTS the Request for Eligibles was sent to WTTS	FPPS	FPPS to WTTS
P	In-processing	eRecruit notifying WTTS the HR Rep is processing a personnel action in eRecruit	eRecruit	eRecruit to WTTS
A	Announced	eRecruit notifying WTTS the position was announced in the eRecruit	eRecruit	eRecruit to WTTS
C	Certificates Created	eRecruit notifying WTTS a Cert/Referral was generated in eRecruit	eRecruit	eRecruit to WTTS
S	Selectee Provided	eRecruit sending Selectee Info to WTTS. The audit is complete in eRecruit	eRecruit	eRecruit to WTTS
O	Offer Cancelled	eRecruit notifying WTTS an offer was cancelled	eRecruit	eRecruit to WTTS
U	Unused	eRecruit notifying WTTS an announcement was not used	eRecruit	eRecruit to WTTS
T	Selectee Sent to FPPS	WTTS notifying FPPS it is sending Selectee information	WTTS	WTTS to FPPS
F	FPPS Complete	FPPS to WTTS [sync after transaction is released for update (RLUP)]	FPPS	FPPS to WTTS
B	Complete	After record has been audited (completed) in WTTS	WTTS	N/A
D	Declination	Declination	WTTS	N/A
Z	Vacancy Closed	Vacancy is closed.	Monster	Monster to WTTS
UTX	Unlinked	Manually "unlink" an FPPS transaction number from MGS announcement	Monster	Monster to WTTS
UHTX	Unhired	Selectee is "unhired" in Monster	Monster	Monster to WTTS
DTX	Deleted from TAS	FPPS transaction manually deleted	Monster	Monster to WTTS

**W- Deleted/Removed. This status is not visible in WTTS; however, it is in the WTTS database meaning the status can be queried in the Datamart.

WTTS Status Codes

2. **WTTS Error Status**. Errors are indicated by red exclamation marks (!) or the word "Error" displayed as a hyperlink (see Figure below). Following are the instances in which these error indicators may be displayed:

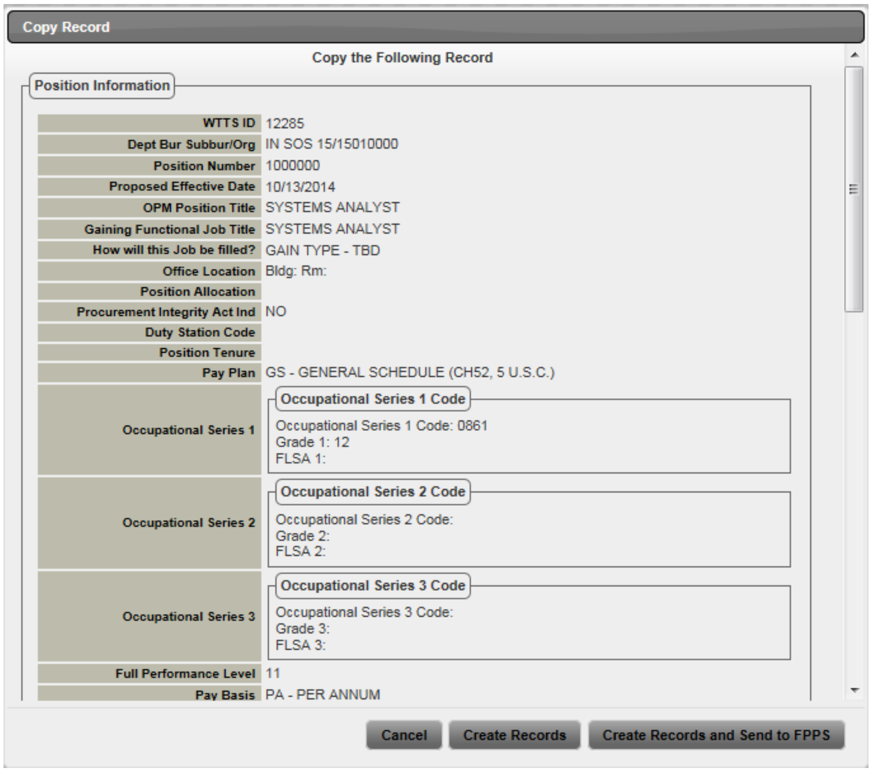


Error Status

- On the top of each of the Gain report templates (In-Work, Completed, and Published), an FPPS error will be indicated as a red exclamation mark (!) along with a red !TBD (see Figure above). Click the red !TBD, or if there is a name, click the name to view the error.
- When editing a record (In-Work, Completed, and Published), on the right side of the screen there are several informational boxes. The "Status" box has a "WTTS Status Error" field. If there is an error on the record that is being edited, the word "Error" will be displayed as a hyperlink. Click on "Error" to display the related message.

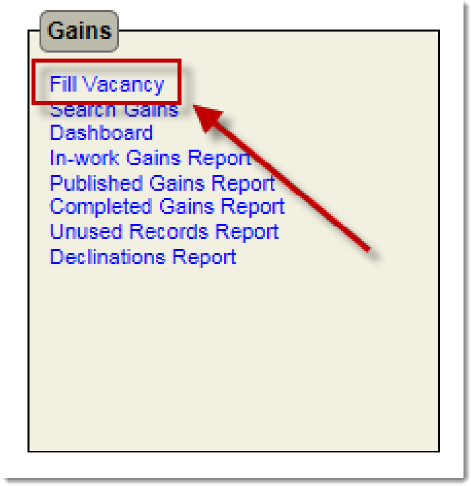
COPY RECORD

The 'Copy' ( ) record is used to create multiple records from an existing record. If a user copies a record that has already been sent to FPPS, the 'Copy Record' feature is a powerful tool. It copies everything from the 'Position Info' and the 'Create Hire Action' screens. This eliminates manual data entry in WTTS while creating multiple 'like' records. After the 'Copy' is completed, you may change any data (i.e. effective date) prior to sending the RFE to FPPS. (Note: Use the scrollbar on the right side of the Copy Record screen to view all fillable data.)

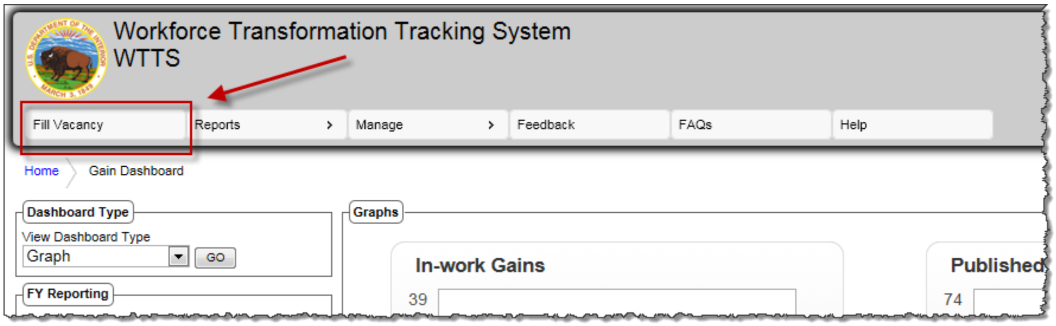


Copy the Record screen

Fill Vacancy – (Requesting Office)



Fill Vacancy Option from the Home Page



Fill Vacancy Option from the Menu Bar

The Fill Vacancy option is the starting point for creating a vacant position. Each time a position is created information is entered and reported on the Gains Dashboard.

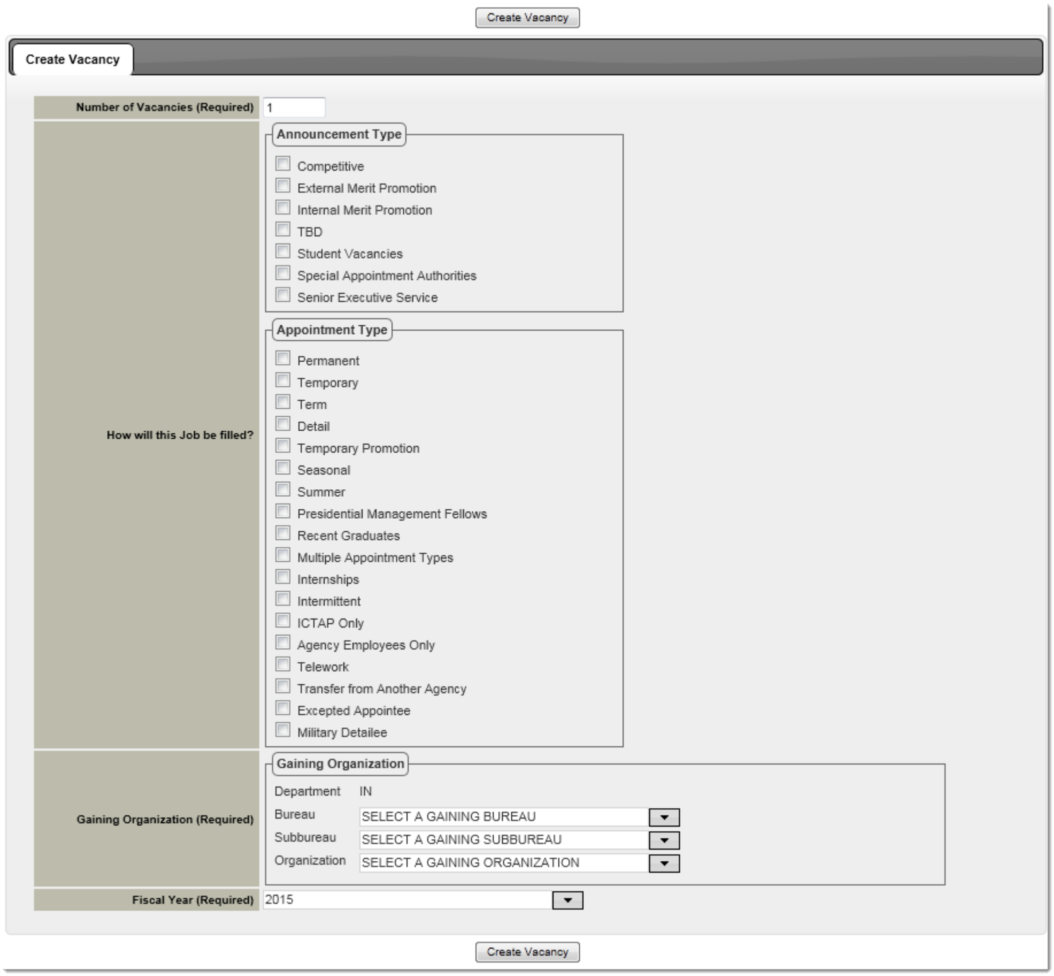
The “Requesting Office” (RO) has the role of creating the fill vacancy action.

Click “Fill Vacancy” on the Gains Module from the Home page or on the Menu Bar (see Figures above) to display the Create Vacancy screen.

Supervisors may also find it helpful to use the Fill Vacancy to manage their projected vacancies. Click “Fill Vacancy” and populate the number of positions on the Create Hire screen and the “Proposed Effective Date” on the Position Information screen (follows the Create Vacancy screen). This record remains in an Initiated status (“I”) until it is ready to be sent to FPPS.

Create Vacancy Screen for Users with Combined Queues (Requesting Office)

After clicking the Fill Vacancy option on the WTTS Menu Bar, the Create Vacancy screen appears (see Figure below).



Create Vacancy Screen

The Create Vacancy screen displays the following fields:

- **Number of Vacancies**. The number of vacancies provides the ability to create multiple records as long as the vacancies are going to be filled using identical action types (this means the actions are all the same type, i.e., all transfers or all hires), in this field. The system creates shell records for the number of vacancies entered. These records are not populated with dates from the existing record. As stated, these are simply “shell” records.

This field increases the hiring progress indicator percentage.

- **How will this Job be filled?** The "action" for how this job will be filled (e.g., Merit Promotion, Excepted Appointee, etc.).

  - **Announcement Type –** Multiple Announcement Types can be selected. Competitive, External Merit Promotion, Internal Merit Promotion, TBD, Student Vacancies, Special Appointment Authorities, Senior Executive Service

  - **Appointment Type –** Multiple Appointment Types can be selected. Permanent, Temporary, Term, Detail, Temporary Promotion, Seasonal, Summer, Presidential Management Fellows, Recent Graduates, Multiple Appointment Types, Internships, Intermittent, ICTAP Only, Agency Employees Only, Telework, Transfer from Another Agency, Excepted Appointee, Military Detailee

  If how the job will be filled has not been determined, select TBD in the Announcement Type section

  This field increases the hiring progress indicator percentage.

- **Gaining Organization**. The information displayed is determined by your FPPS security.

  - Select the appropriate Bureau from the drop-down menu (this filters the SubBureaus to those within the selected Bureau).

  - Select a Subbureau from the available Subbureau's in the drop-down list. (This list is determined by the Bureau previously selected).

  - Helpful hint: To quickly access an organization code, type the code into the Select Gaining Organization box; otherwise you can scroll to the appropriate org code

  This field increases the hiring progress indicator percentage.

- **Fiscal Year**. Select a fiscal year for the vacancy. For example, if it is September 2013 and the vacancy is going to be filled in October, select FY2014 from the dropdown.

  This field increases the hiring progress indicator percentage.

The "Create Vacancy" button updates the information and creates a vacant position allowing the entry of position information (see Figure above). Enter the information listed above and click the "Create Vacancy" button, which brings up the Position Information screen. Note:

When you click “Create Vacancy” a WTTS ID is assigned to the record and the WTTS Status is set to “I” (Initiated).

WTTS Tabs/Screens Overview

After clicking the “Create Vacancy” button on the Create Vacancy screen, the “Position Info tab/screen becomes active, the first of nine tabs/screens for data viewing, data input, and data exchange between systems. The tabs/screens, listed in order, are: Position Info., Create Hire Action, Upload Docs, Staffing/EOD Conditions, Notes, Security, Selectee Info., Hiring Doc., and Diversity (see Figure below).

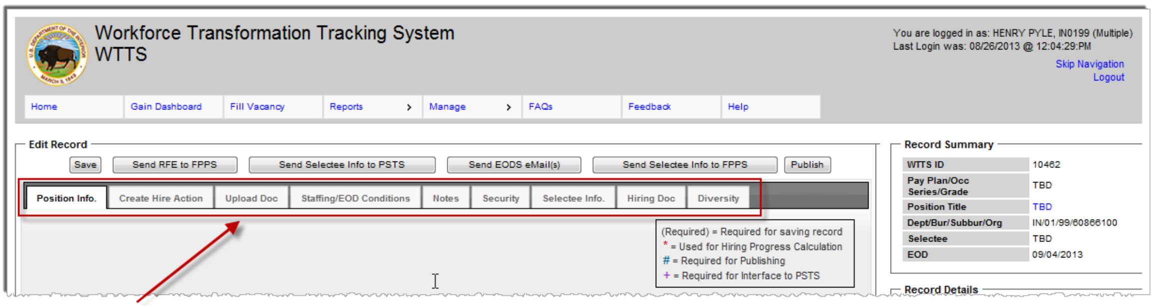
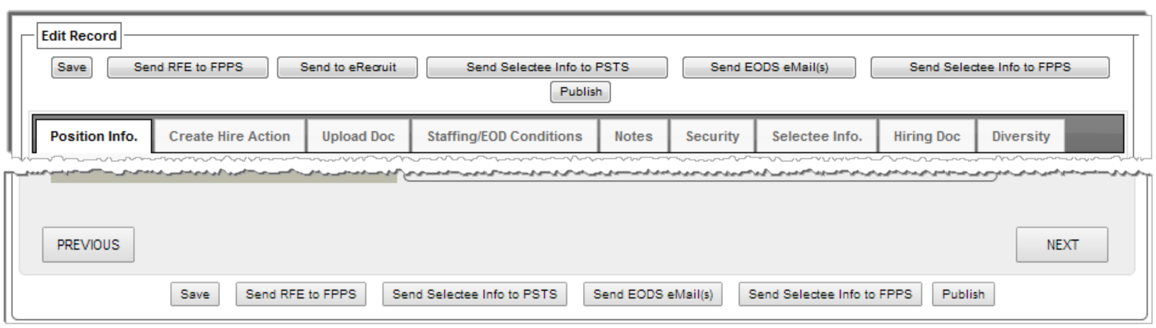


Figure: WTTS Tabs/Screens

Edit Record Buttons

Each Tab/Screen has functional buttons on the top and bottom of each screen for completing WTTS actions and navigating through the system.



Edit Record Buttons on the Top and Bottom of each Tab/Screen

- **Save** – this button saves the information that has been entered into a record. Data will not be saved automatically as the user moves from screen to screen. **It is important to save work periodically and before logging out of the system**.

- **Send RFE to FPPS** – this button is used to send the position information to FPPS and is covered in more detail in the “Send Position Information to FPPS” and the “Create Hire Action Tab/Screen” sections of this chapter.

  Click the “Send RFE to FPPS” button ONLY when you are certain the vacancy request information is ready to go to FPPS.

- **Send to eRecruit** – this button is only available to users with the HR Role and only appears on the screen if the specific record is in status "N" (Sent to WTTS – Non-competitive). If a record was sent to WTTS in FPPS, intentionally or by mistake, this button allows the user to send the transaction to eRecruit from within WTTS.

  When the user clicks "Sent to eRecruit", a pop-up screen displays the information that will be sent to eRecruit. If required data is missing in any field, a red TBD will display in that data field on the pop-up. Clicking the red TBD will navigate the user to that field on the appropriate tab for data entry.

  A confirmation pop-up screen will appear after clicking "Send" on the "Send to eRecruit" pop-up. The status of the record is now "E" (Sent to eRecruit – Competitive) and the WTTS status history is updated.

- **Send Selectee Info to PSTS** – this button will send the selectee information to the Personnel Security Tracking System (PSTS). More information about WTTS web services with PSTS can be found in Chapter 7.

- **Send EODS eMails** – this button only sends either the "Welcome" access emails or "Additional Form" email(s) to the selectee/new hire. More information about EODS emails can be found in the "Hiring Doc Tab/Screen" section of this chapter.

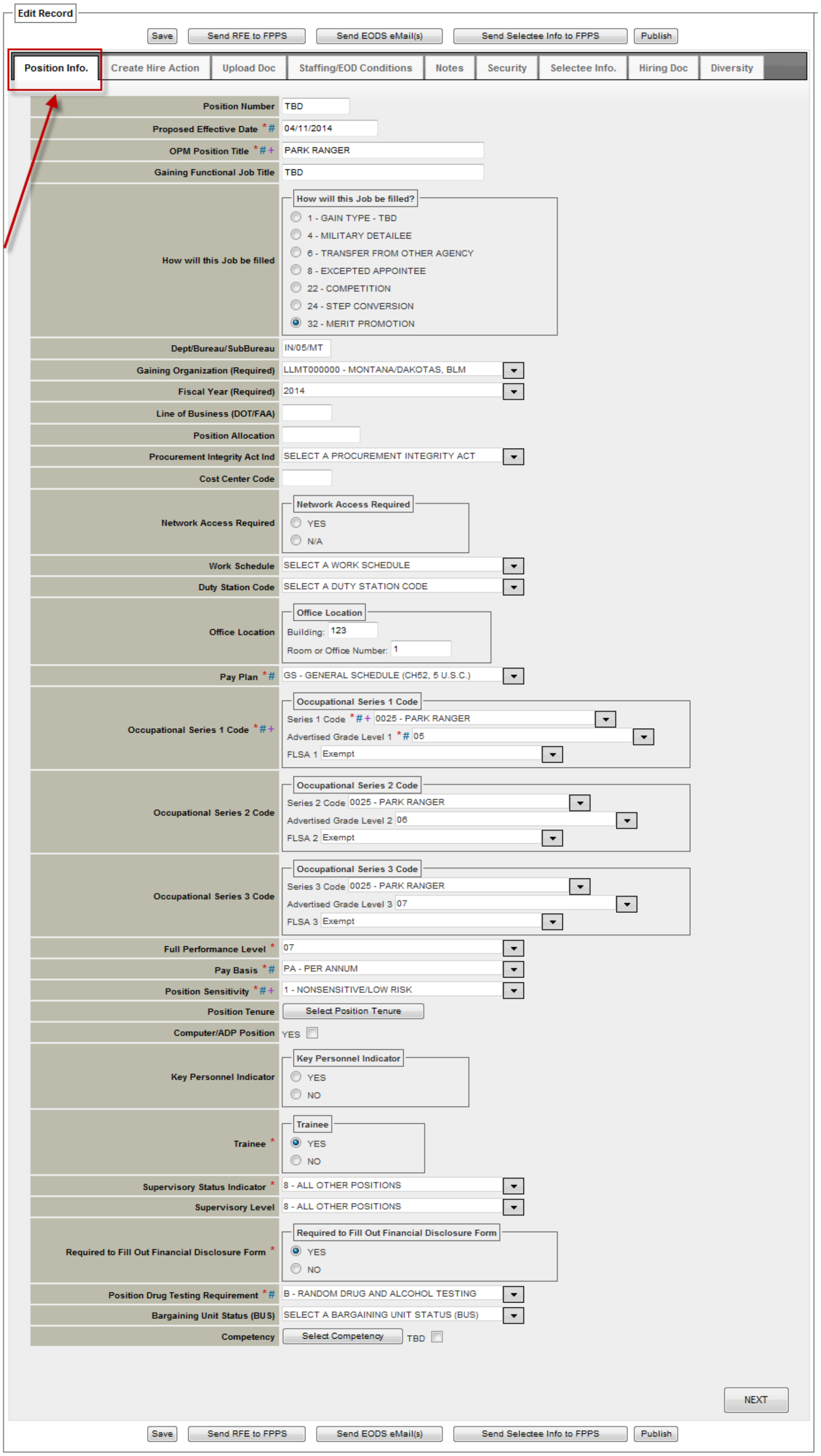
- **Send Selectee Info to FPPS** – this button is used to send selectee information to FPPS. More information about this button can be found in the "Send Selectee Info to FPPS" section of this chapter.

- **Publish** – this button publishes a record, providing selectee information for WTTS Reports and populating the Published Gains report. More information about publishing a record can be found in the "Publishing a Record" section of this chapter.

- **Previous** & **Next** – these buttons only appear at the bottom of the screen and allow the user to navigate to the previous or next tab/screen. Work will not be saved automatically when moving from one screen to the next. **It is important to save work periodically and before logging out of the system**.

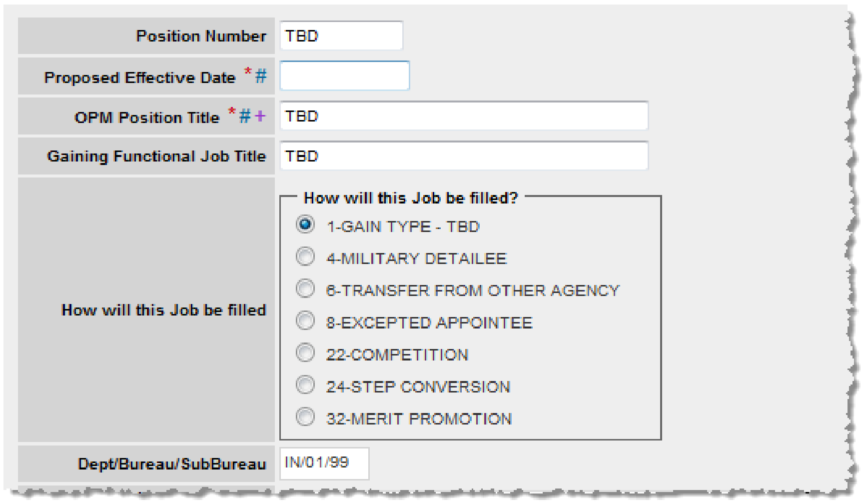
Position Information Tab/Screen (Requesting Office)

The RO provides information about the position to be filled and enters data in fields that are identified as required for publishing (fields annotated with "#"). Fields identified as required for publishing on the Position Information tab (see Figure below) are mandatory for FPPS to generate the SF52 RFE.



Position Info. Tab/Screen

The following provides information and instructions on how to complete the Position Info screen:



Position Info Tab/Screen (cont'd)

- **Position Number**. If you know the position number, enter it in the box; otherwise leave the default "TBD." Once the information is received, edit the record and add the position number (see Figure above).

  This field is optional.

- **Position Description Content**. This field supports automated staffing functionality.

- **Proposed Effective Date**. Click in the field to open the pop-up calendar. Select a day in the current month or scroll through the months using the arrow in the upper right corner. Once you've identified the correct day, click to select.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **OPM Position Title**. Enter the OPM position title.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage. This field is required for interface to PSTS.

- **Gaining Functional Job Title**. If you know the gaining functional job title, enter the title in this box; otherwise leave the default "TBD." Once the information is provided, edit the record and add the title.

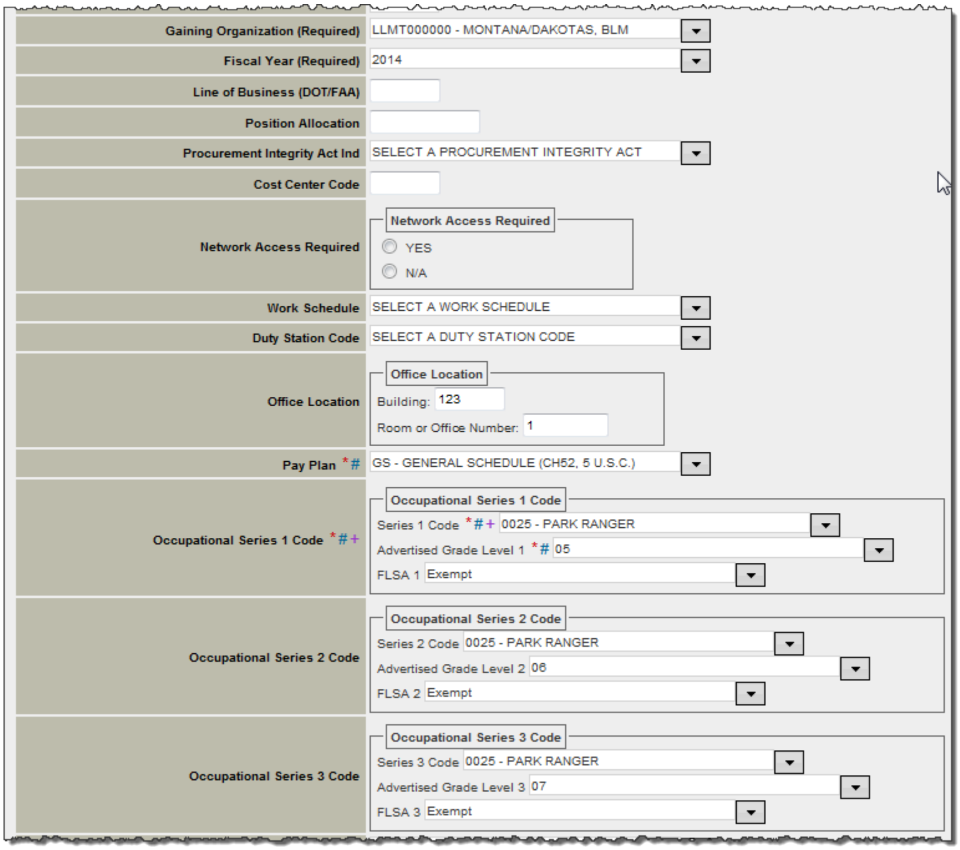
  This field is optional.

- **How will this Job be filled?** This field populates from data selected on the Fill Vacancy screen (Create Vacancy tab). It can be updated, if necessary.

  This field increases the hiring progress indicator percentage.

- **Not to Exceed**. This field supports automated staffing functionality.
- **Dept/Bureau/SubBureau**. This is derived from user's low level security.

  This field is output only.



Position Info Tab/Screen (cont'd)

- **Gaining Organization.** The Gaining Organization populates from data selected on the Fill Vacancy screen. If a change is required, select a new organization from the auto-completing drop down. This field is required for Publishing. This field also increases the hiring progress indicator percentage (see Figure above).
- **Fiscal year**. The Fiscal Year populates from data selected on the Fill Vacancy screen. If a change is required, select a new fiscal year from the drop down.
- **Line of Business (DOT/FAA).** Used by the Department of Transportation (DOT) for the PSTS interface.

  This field is optional.
- **Position Allocation.** The Position Allocation field is a free input field limited to seven alpha/numeric characters.

- **Procurement Integrity Act Ind.** This is a Yes/No indicator field. Choose "Yes" or "No" from the drop-down.

- **Cost Center Code.** A code up to 23 characters in length used for cost allocation purposes. DOT Usage – CAN - A seven-character code that an agency will use for cost classification purposes

- **Network Access Required.** Indicator that identifies whether the employee will require system/network access to complete the duties of his/her job/assignment.

- **Work Schedule.** The time basis on which an employee is schedule to work.

- **Shift Description**. This field supports automated staffing functionality.

- **Part Time Hours**. This field supports automated staffing functionality.

- **Total Number of Openings**. This field supports automated staffing functionality.

- **Advertised Duty Station(s).** Enter the Duty Station by typing the Duty Station in the black field. The selection list of Duty Stations will narrow the more information is typed. To add a Duty Station, click the "Add Duty Station" button after you have entered an initial Duty Station.

  Note: Although multiple Duty Stations can be associated with a WTTS record, only the first Duty Station is sent to FPPS.

  You may also remove a duty station by simply clicking the "Remove" button next to the Duty Station listed.

- **Office Location**. If this information is available, enter the building and room/office number, otherwise leave blank. This information is important because it populates the Facilities and IT Security report as well as the "Information about my Job" tab for the selectee in EODS. As soon as this information has been determined, update this screen and it will update the Facilities and IT Security Report and EODS.

  This field is optional.

- **Pay Plan**. A table of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees. Select a pay plan from the auto-completing drop down.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Occupational Series 1 Code (Series and Advertised Grade)**. This reflects an employee's occupational series. If there are additional occupational series/grades, select them from the Occupational Series Code 2/Grade 2 and 3 fields respectively. Click the auto-completing drop-down to choose the appropriate Occupational

Series. Either begin typing the Series number by Family to narrow your search, or use the scroll bar to locate the appropriate series. Select the Occupational Series by clicking on the correct series when it appears in the scrolling search.

- **Series 1 Code.** Select a series.

- **Advertised Grade Level 1.** Select a Grade

- **FLSA.** The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended. Select either "Non-Exempt" or "Exempt" from the drop-down. **Note:** This field is not required for Publishing.

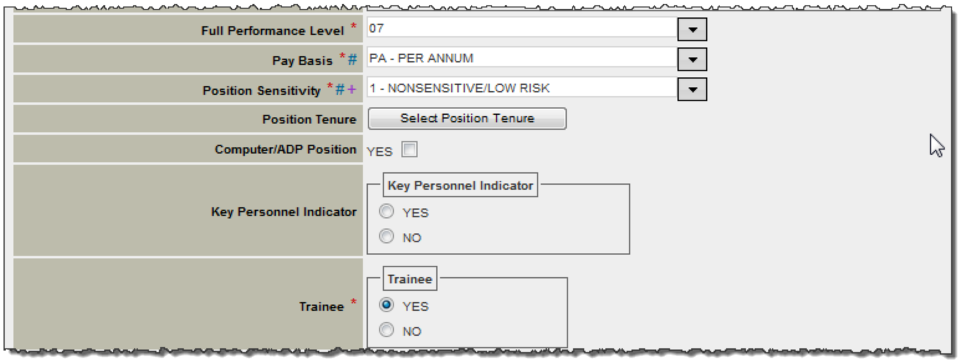
This field (Occupational Series 1 Code) is required for Publishing and increases the hiring progress indicator percentage (see Figure above).

- **Occupational Series 2 Code (Series and Grade)**. This field can be used to enter a second set of series and grade codes (e.g., interdisciplinary). If used, click the auto-completing drop-down to choose the appropriate Occupational Series. Select a grade from the drop down. Choose a FLSA type for Occupational Series 2 Code.

  This field is optional.

- **Occupational Series 3 Code (Series and Grade).** Same as Occupational Series 2 code.

  This field is optional.



Position Info Tab/Screen (cont'd)

- **Full Performance Level**. This is the grade at which the employee is considered at full performance. Select a grade from the drop down.

  This field increases the hiring progress indicator percentage.

- **Minimum Salary.** This field supports automated staffing functionality.

- **Maximum Salary.** This field supports automated staffing functionality.

- **Pay Basis**. Select a pay basis from the dropdown list.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Position Sensitivity**. The designation of the level of risk associated with a position. Select a position sensitivity level from the dropdown menu.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Position Tenure**. Click the "Select Position Tenure" button and select the proper radio button. If the user decides not to enter a Position Tenure and wants to clear the chosen radio button, click "Clear Selection".

  - P - IDENTIFES A PERMANENT POSITION ESTABLISHED WITHOUT TIME LIMITATION OR ESTABLISHED FOR A LIMITED PERIOD OF ONE YEAR OR MORE OR A POSITION THAT HAS BEEN OCCUPIED FOR A YEAR OR MORE (NOT NECESSARILY CONTINOUSLY BY THE SAME EMPLOYEE), REGARDLESS OF THE INTENT WHEN THE POSITION WAS ESTABLISHED.

  - T - IDENTIFIES A POSITION ESTABLISHED FOR A LIMITED PERIOD OF LESS THAN ONE YEAR AND WHICH IS NOT EXPECTED TO BE OCCUPIED FOR LONGER THAN ONE YEAR.

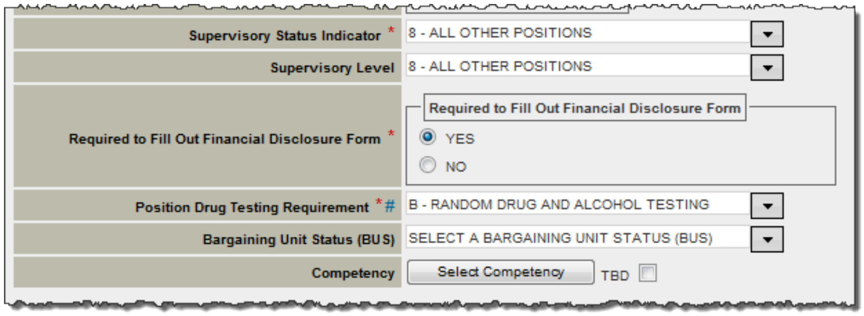
  - X - IDENTIFIES A POSITION ESTABLISHED FOR A TERM POSITION THAT CANNOT EXCEED 4 YEARS.

- **Computer/ADP Position.** Determines whether a position meets the criteria established in OMB Circular A-130 for designation as a computer position for computer security purposes. This data element, when considered in conjunction with the "Position Sensitivity" data element, is used to designate the National Security Sensitivity of Positions**.**

- **Key Personnel Indicator**. This identifies whether a position is a key position in the event of a natural disaster.

- **Trainee**. If this is a trainee position, click the "Yes" radio button; otherwise set to "No."

  This field increases the hiring progress indicator percentage.



Position Info Tab/Screen (cont'd)

- **Supervisory Status Indicator.** If this is a supervisory position, select a status and level from the respective drop down list; otherwise leave the default set to 8-All Other Positions (see Figure above).

  This field increases the hiring progress indicator percentage.

- **Supervisory Level**. This field is restricted to DOT and NASA only. If this is a supervisory position, select a status and level from the respective drop down list; otherwise leave the default set to 8-All Other Positions for both fields.

- **Required to Fill Out Financial Disclosure Form**. If a financial disclosure form is required, click the "Yes" radio button; otherwise, set to "No."

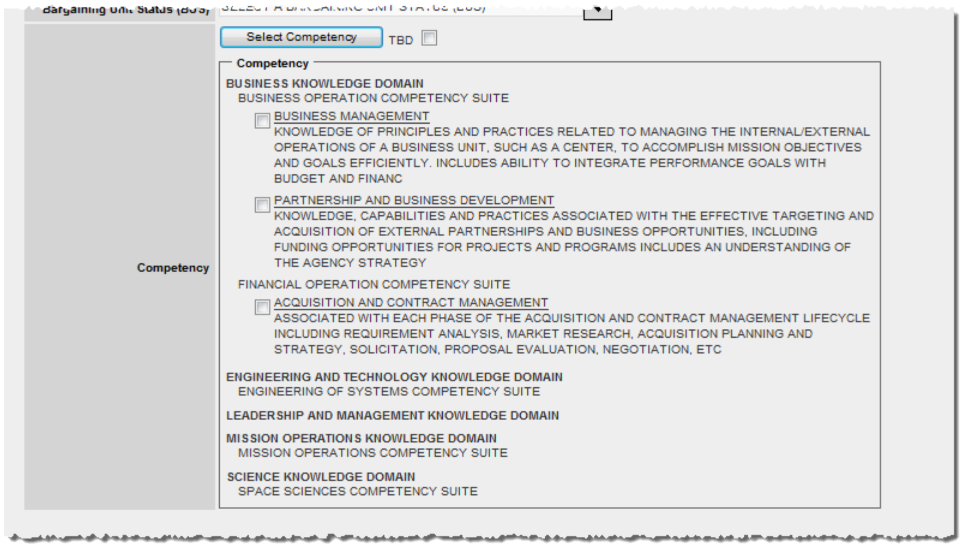
  This field increases the hiring progress indicator percentage.

- **Position Drug Testing Requirement**. Select the appropriate drug testing requirement from the dropdown list.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Bargaining Unit Status (BUS).** Select the appropriate Bargaining Unit Status for this position.

  This field is optional.



Position Info Tab/Screen (cont'd)

- **Competency.** After clicking the "Select Competency" button, choose a Competency for the position by clicking one or more of the check boxes next to the listed Competency (see Figure above).

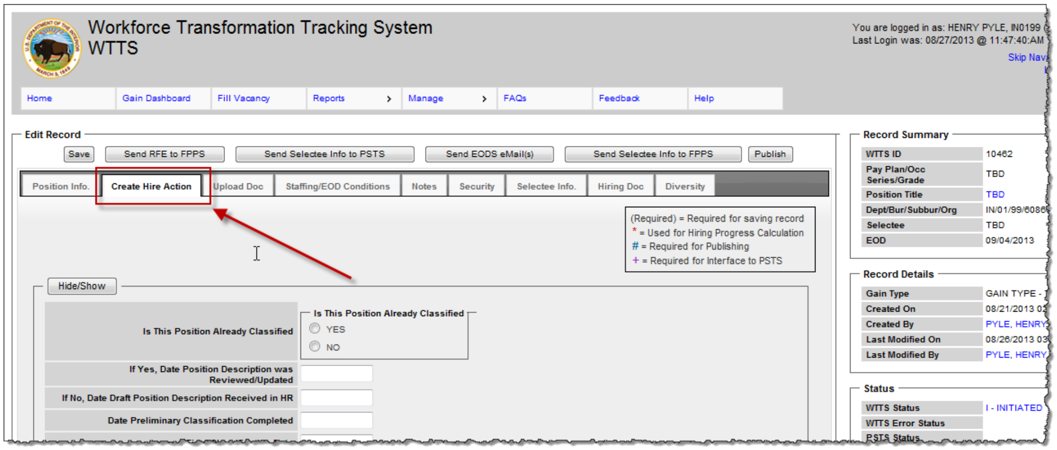
  This field is optional.

This completes the Position Info Tab/Screen.

Note: While it is not necessary to save your work at this point, it is highly encouraged that you save your work as you go by clicking on the "Save" button at the top or bottom of the screen (see Figure below). Use the "Next" button at the bottom of the screen to move to the Create Hire Action Tab/Screen or click directly on the Create Hire Action Tab at the top of the screen. **Using the "Next" button by itself *will not* save your work.**

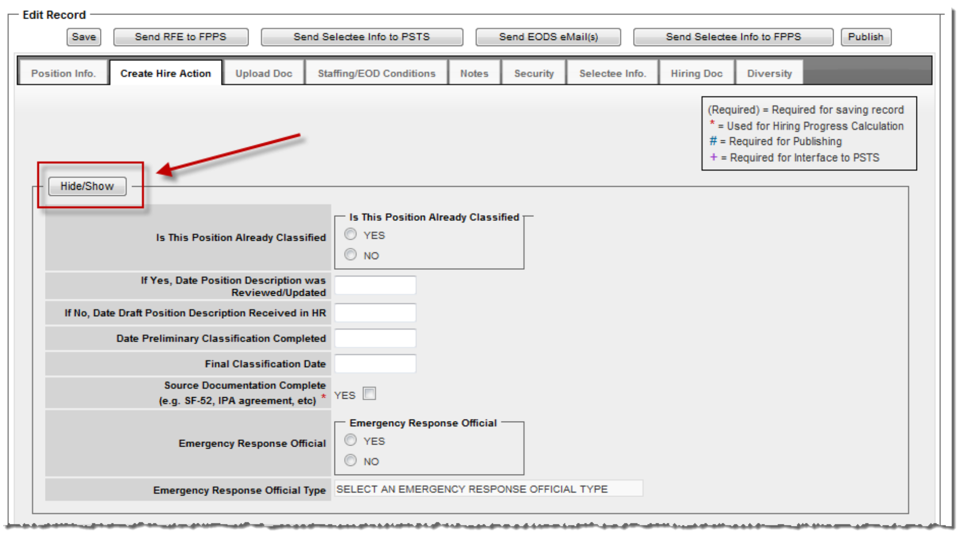
"Save" and "Next" buttons

CREATE HIRE ACTION TAB/SCREEN (REQUESTING OFFICE)



Create Hire Action Tab/Screen

As mentioned before, fields with a "#" (blue pound sign) are required to send the record to FPPS. The first section of the Create Hire Action Tab/Screen has a "Hide/Show" button that can be clicked to hide or show the section to optimize screen space. (See figure below).



Create/Hire Action Tab/Screen (cont'd)

To complete the Create Hire Action tab enter data according to the following field descriptions:

- **Is This Position Already Classified.** Used to document whether or not a classified position exists.

  This field is optional.

- **If Yes, Date Position Description was Reviewed/Updated.** Enter the date the position was reviewed/updated.

  This field is optional.

- **If No, Date Draft Position Description Received in HR.** Enter the date of when the draft position description was received in HR.

  This field is optional.

- **Date Preliminary Classification Completed.** Enter the preliminary classification date.

  This field is optional.

- **Final Classification Date.** Enter the date of when the classification was finalized.

  This field is optional.

- **Source Documentation Complete**. Used to document attributes associated with the position not typically captured in FPPS.

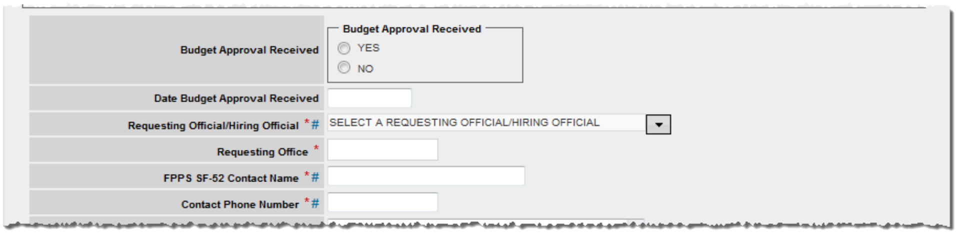
  This field increases the hiring progress indicator percentage.

- **Emergency Response Official.** Used to determine whether or not this position is an Emergency Response Official.

  This field is optional.

- **Emergency Response Official Type.** A dropdown selection of emergency response official "types."

  This field is required if Emergency Response Official is "Yes".



Create/Hire Action Tab/Screen (cont'd)

- **Budget Approval Received**. When filling vacant positions, this field can be used to support the Budget Approval process.

  This field is optional.

- **Date Budget Approval Received**. Use the calendar icon to display a pop-up from which to select a date for when the Budget Approval was received.

  This field is required if Budget Approval Received is "Yes".

- **Requesting Official/Hiring Official**. The person with responsibility for oversight of the position. Select the Requesting/Hiring Official from the auto-complete/type ahead list. Start typing the supervisor's name (at least 3 characters) and names will begin to appear in the window. The person selected will receive this transaction in their FPPS CHNG queue (see Figure above).

  NOTE: If the user receives the FPPS error "Command undefined or unauthorized for your use", the person selected does not have the appropriate authority to either request or authorize the transaction in FPPS.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Requesting Official/Hiring Official Email Address.** Enter an email address for the Requesting Official/Hiring Official. This field will auto-populate if the Requesting Official/Hiring Official work email address is populated in FPPS. If this field is blank after entering a Requesting Official/Hiring Official, you can enter data.

- **Requesting Office**. This field is auto-filled dependent on the Requesting Official/Hiring Official in the previous field. It is not populated until you perform a "Save" on the record. When the record is saved, this field will auto-populate. This is the organization responsible for initiating the process to fill a vacancy. The requesting office is responsible for providing the elements of the position being requested and generates the create hire action for the RFE.

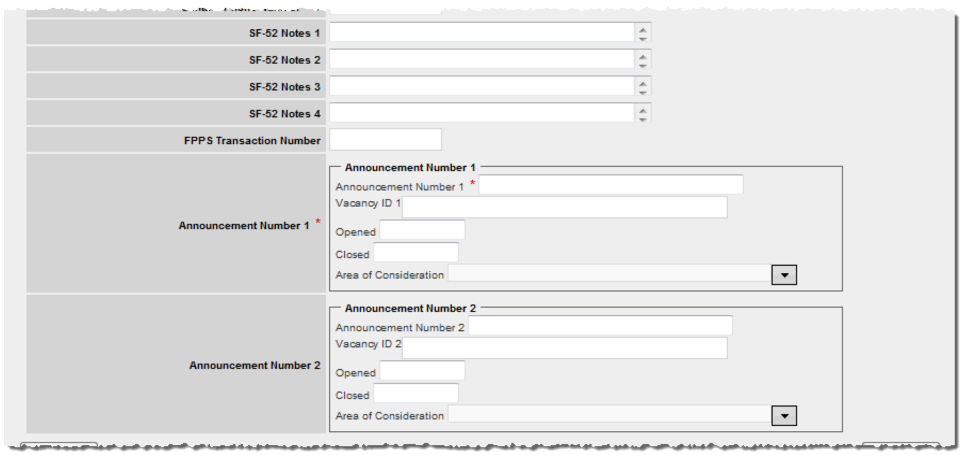
  This field increases the hiring progress indicator percentage.

- **FPPS SF52 Contact Name**. This is the person to be contacted by the SPO if there are questions regarding the RFE. This individual is the same as you would normally enter in FPPS in the Contact Name block.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Contact Phone Number**. Enter the Contact's name and telephone number.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.



Create Hire Action Tab/Screen (cont'd)

- **SF52 Notes (1, 2, 3, and 4)**. The Requesting Office enters notes for the HR Representative. The notes will be visible in FPPS (Notes screen) as well as on this screen. The SPO can also enter Notes in FPPS and they will be sent back to WTTS for the RO to view (see Figure above).

- **FPPS Transaction Number**. This number is received back from FPPS once the RFE has been generated in FPPS.

  These fields are optional.

- **Announcement Nbr 1/Vacancy ID 1 /Opened/Closed/Area of Consideration**

  And

- **Announcement Nbr 2/Vacancy ID 2 /Opened/Closed/Area of Consideration**

  The Vacancy IDs and Area of Consideration are populated by eRecruitment (i.e. OPM's USA Staffing, Monster's Hiring Manager). The vacancy ID fields are fields strictly used by eRecruitment and are protected fields in WTTS. These fields allow eRecruitment to automatically link records to an existing vacancy when making multiple selections. The Open/Closed dates can be manually input by user. The Area of Consideration can be manually selected from a drop-down menu if it is not pre-populated from the TAS. These are optional fields for input. However, this information is very useful for supervisors/managers. These dates are also used in the 80-day Hiring Activity Report.

  Note: If the custom text field is used in USAS, the Area of Consideration will be populated with "Other" and the custom text will be displayed in the Other Area of Consideration field.

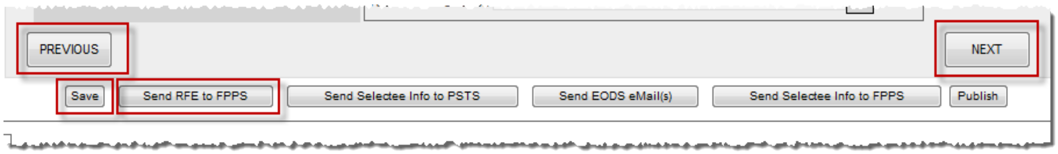
If Announcement Nbr 1 is populated, it increases the hiring progress indicator percentage on this screen.

Note: If you have entered information on the Create Vacancy screen, you must click the “Save” button before clicking the “Send RFE to FPPS” button.

Click the “Send RFE to FPPS” button ONLY when you are certain the vacancy request information is ready to go to FPPS.

This completes the Create Hire Action Tab/Screen.

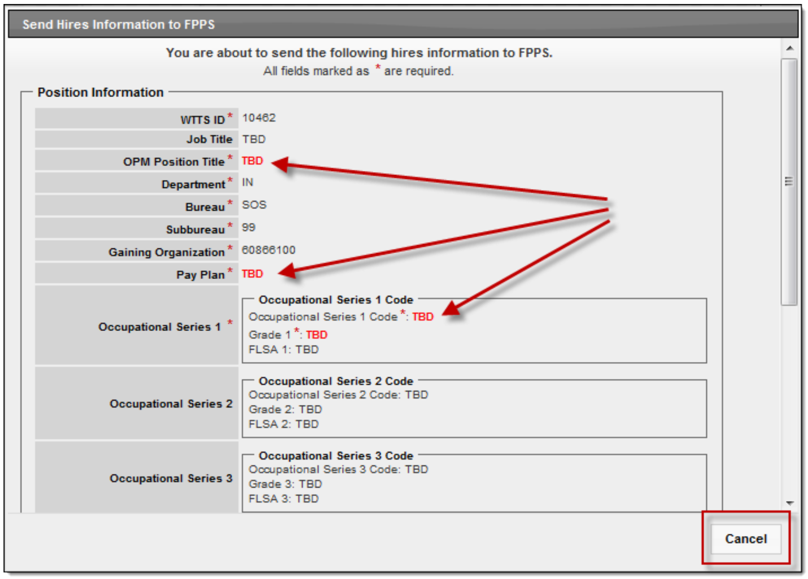
Note: While it is not necessary to save your work at this point, it is highly encouraged that you save your work as you go by clicking on the “Save” button at the top or bottom of the screen (see Figure below). Use the “Next” button at the bottom of the screen to move to the Upload Doc Tab/Screen or click directly on the Upload Doc Tab at the top of the screen. Move back to the Position Info Tab/Screen by clicking the “Previous” button or by clicking the Position Into tab at the top of the screen. **Using the “Next” button by itself *will not* save your work.**



“Previous”, “Save”, “Send RFE to FPPS”, and “Next” buttons

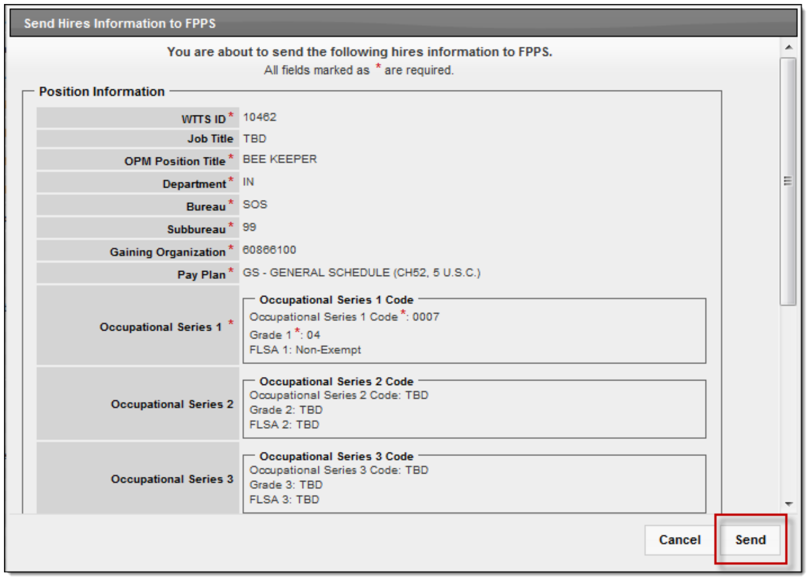
Send Position Information to FPPS (Requesting Office)

The “Send RFE to FPPS” button is located at the top and bottom of each tab. The record cannot be sent to FPPS until all required information has been completed. If a required field is not populated, it will be indicated on the pop-up with a red “TBD”. In this case, the only active button will be “Cancel.” (See Figure Below)



Send Position Information to FPPS disabled

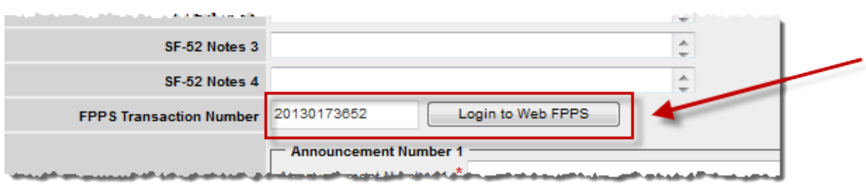
Once the "Send RFE to FPPS" button is clicked, a pop-up window is displayed to confirm information and the option to "Send" becomes available (see Figure below). You may also close the window, which cancels the send action.



Send Position Information to FPPS

After the data is sent, FPPS sends back a transaction number that is displayed in the FPPS Transaction Number field. Also, the WTTS Status is updated to "R" (Request for Eligible acknowledgement sent from FPPS to WTTS). NOTE: Once the web service to FPPS is successful, the transaction cannot be "re-sent."

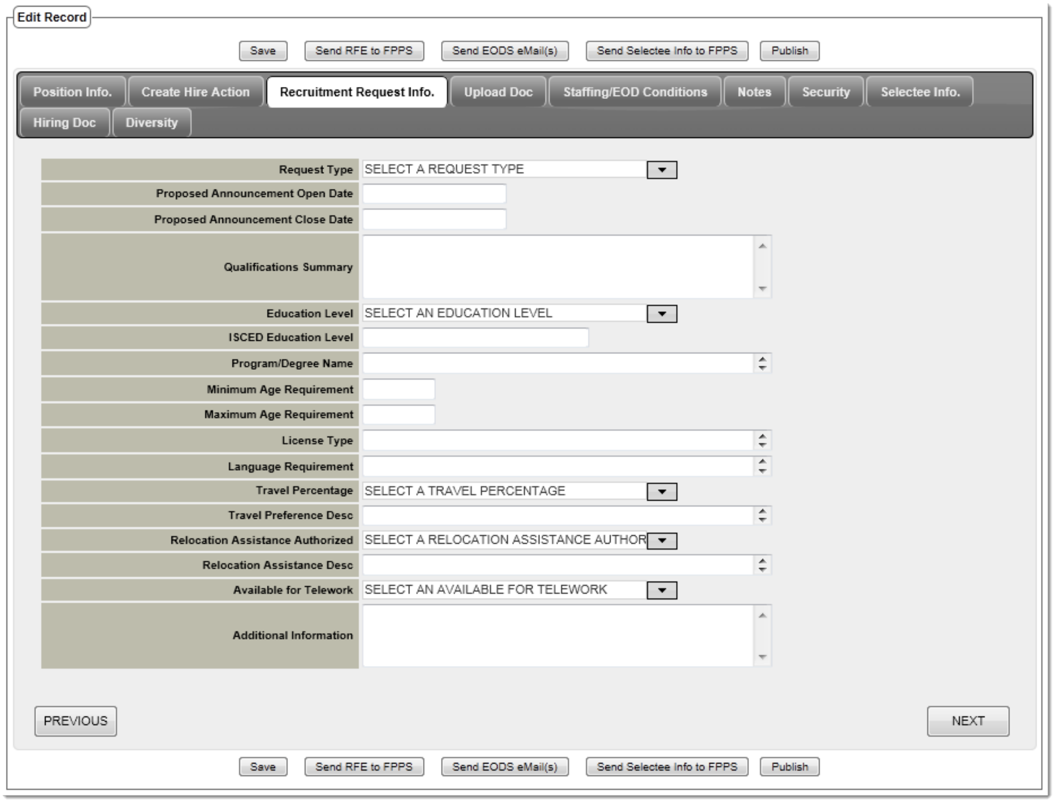
Additionally, when the FPPS transaction number is received by WTTS and the status is updated to an "R", a button will appear which provides a dynamic link to allow the user to login to Web FPPS (see Figure below).



Button to Web FPPS enabled

Recruitment Request Info Tab/Screen

The fields on this tab are optional for input. They are not cleared when a declination is processed.



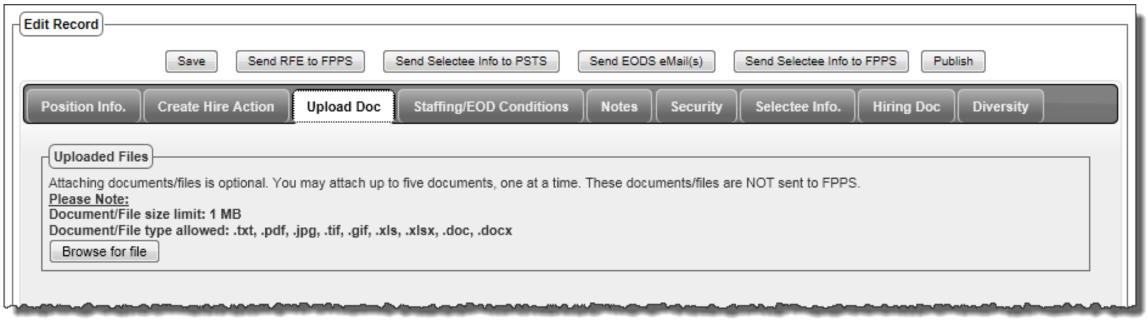
Recruitment Request Info Tab

- **Request Type**. Select a request type. This field supports automated staffing functionality.
- **Proposed Announcement Open Date**. Choose a date from the calendar pop-up. This field supports automated staffing functionality.
- **Proposed Announcement Close Date.** Choose a date from the calendar pop-up. This field supports automated staffing functionality.
- **Qualifications Summary.** This field supports automated staffing functionality.
- **Education Level.** Select an Education Level from the drop-down. This field supports automated staffing functionality.
- **ISCED Education Level.** This field supports automated staffing functionality.
- **Program/Degree Name.** This field supports automated staffing functionality.

- **Minimum Age Requirement.** This field supports automated staffing functionality.
- **Maximum Age Requirement.** This field supports automated staffing functionality.
- **License Type.** This field supports automated staffing functionality.
- **Language Requirement.** This field supports automated staffing functionality.
- **Travel Percentage.** Select a percentage from the drop-down. This field supports automated staffing functionality.
- **Travel Preference Desc.** This field supports automated staffing functionality.
- **Relocation Assistance Authorized.** Select "Yes" or "No" from the drop-down. This field supports automated staffing functionality.
- **Relocation Assistance Desc.** This field supports automated staffing functionality. Although this field is optional, it becomes required if the "Relocation Assistance Authorized" field is populated.
- **Available for Telework.** Select "Yes" or "No" from the drop-down. This field supports automated staffing functionality.
- **Additional Information.** This field supports automated staffing functionality.

UPLOAD DOC TAB/SCREEN

The HR User may upload/attach up to five documents/files (which is optional). It is important to note that the documents uploaded are NOT sent to FPPS (see Figure below).



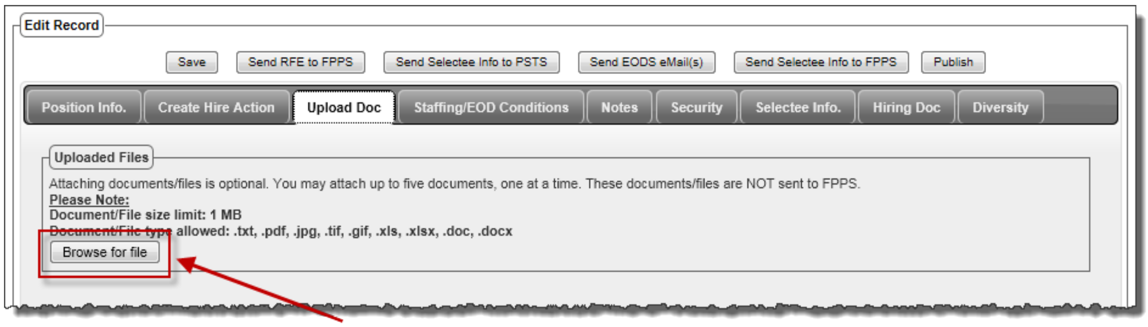
Upload Docs Tab/Screen

- Uploading (attaching) documents or files is optional
- You may upload (attach) up to 5 documents or files - one at a time
- Each document or file is limited to 1 mb in size
- Document or file types allowed are: txt, pdf, jpg, tif, gif, xls, xlsx, doc, docx

NOTE: These documents are not sent to FPPS

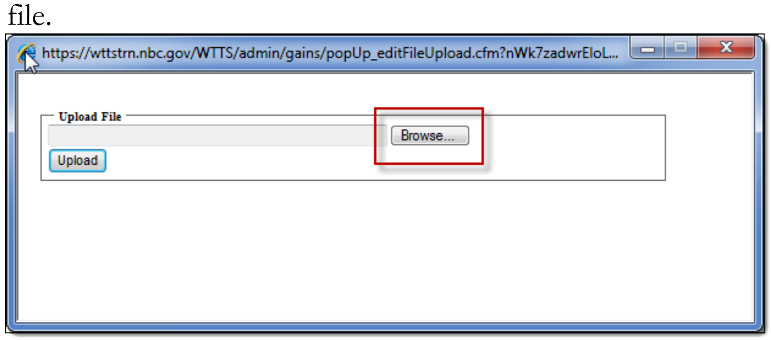
Steps to upload a document:

1. Click the Browse button to locate the document or file to upload (see Figure below).



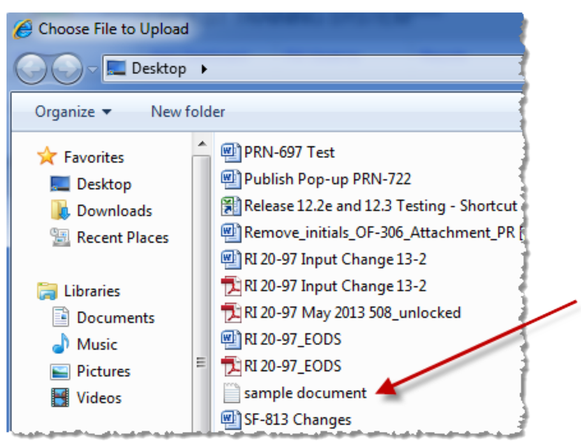
Upload Doc Tab/Screen (cont'd)

2. Browse for file.



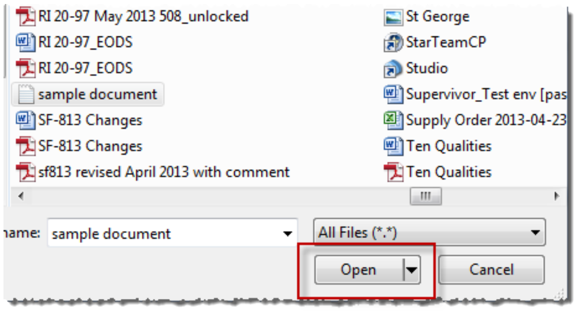
Upload Doc Tab/Screen (cont'd)

3. Locate file to upload; select by clicking;



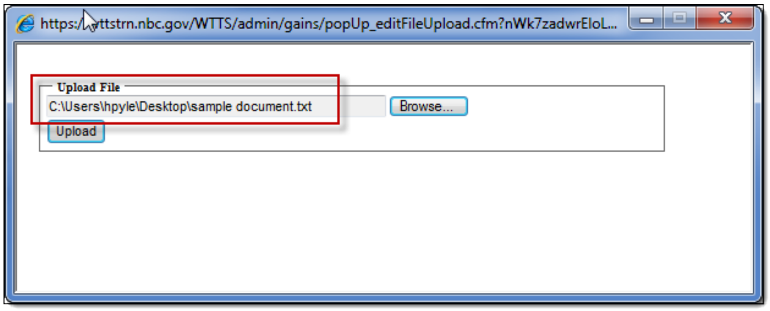
Upload Docs Tab/Screen (cont'd)

4. Click the "Open" button



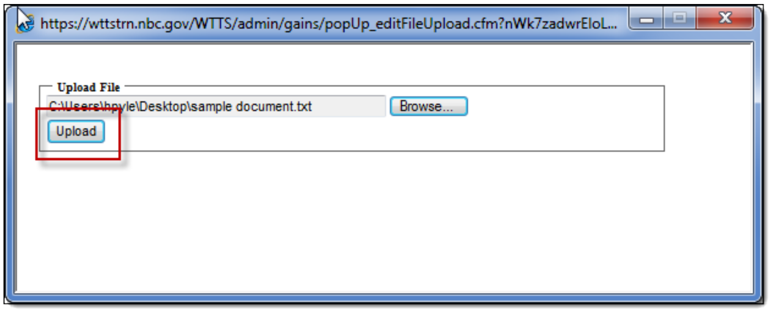
Upload Docs Tab/Screen (cont'd)

5. The file name will appear in the document name window.



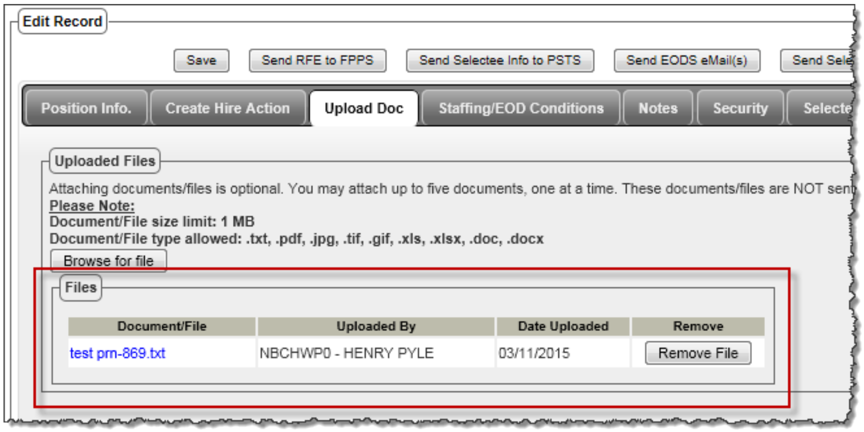
Upload Doc Tab/Screen (cont'd)

6. Click the "Upload" button



Upload Doc Tab/Screen (cont'd)

7. The file name, name of person who uploaded the document/file, and date the document/file was uploaded are displayed.



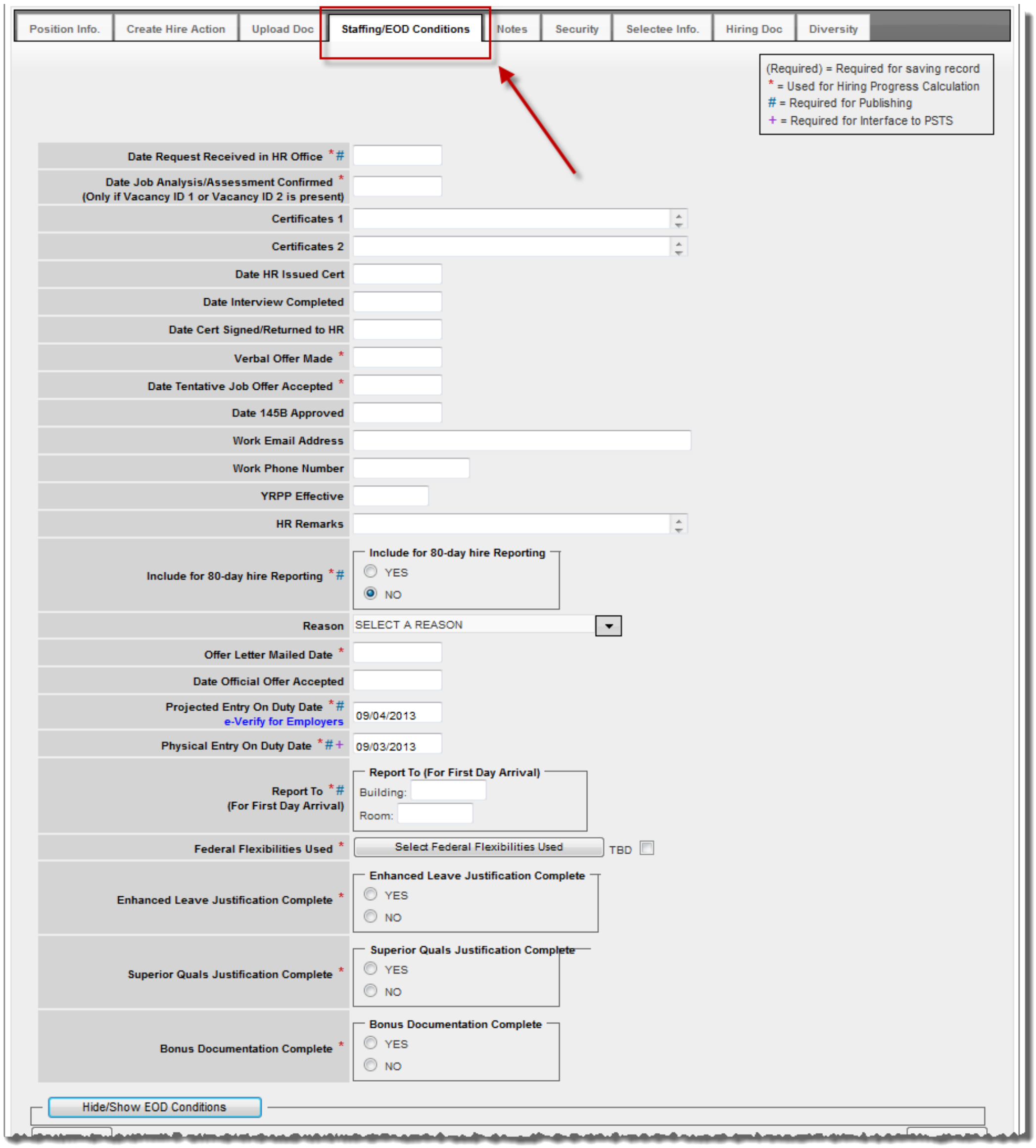
Upload Doc Tab/Screen (cont'd)

To view the file, click the file name (it is a hyperlink).

- To remove the file, click the "Remove File" button. You will receive a warning pop-up. Click the "OK" button to continue and remove the file. Click the "Cancel" button to return to the previous screen (the file is not deleted).

STAFFING/EOD CONDITIONS TAB/SCREEN

The Staffing/EOD Conditions Tab/Screen (see Figure below) is used to document important elements associated with the hiring process.



Staffing/EOD Conditions Tab/Screen

The fields of the Staffing/EOD Conditons Tab/Screen are described below:

➢ **Date Request Received in HR Office**. This is the actual date the RFE was received in HR.

This field is required for publishing. This field also increases the hiring progress indicator percentage.

- **Date Job Analysis/Assessment Confirmed**. This is the date the HR office receives the job analysis/assessment used to generate the vacancy announcement.

  This field is required for publishing.

- **Certificates 1**. The certificate number for the vacancy announcement. The certificate number is issued and provided by the eRecruitment system. The HR Representative may also enter the number(s) (see Figure above).

  This field is optional.

- **Certificates 2**. If there is an additional certificate, the number is displayed here. The HR Representative may also enter the number(s).

  This field is optional.

- **Date HR Issued Cert.** The date HR provides the certificate to the supervisor/manager.

  This field is optional.

- **Date Interview Completed.** Enter the date that the selectee interview was completed.

  This field is optional.

- **Date Cert Signed/Returned to HR**. This is the date the Selecting Official returns the Certificate to HR.

  This field is optional.

- **Verbal Offer Made**. The date when the unofficial verbal `offer was made. It is prior to the background investigation. Use either the calendar icon to select a date or manually enter the verbal offer date.

  This field increases the hiring progress indicator percentage.

- **Date Tentative Job Offer Accepted.** This is the date the HR office makes a tentative offer to the selectee.

  This field increases the hiring progress indicator percentage.

- **Date 145B Approved**. Used by the Nuclear Regulatory Commission (NRC) with the PSTS interface.

  This field is optional.

- **Work Email Address.** Enter the new hire's work email address.

  This field is optional.

- **Work Phone Number**. Enter the new hire's work phone number.

  This field is optional.

- **YRPP Effective.** Enter the year and pay period (format is yyyy pp) that an action is effective.

- **HR Remarks.** This space is provided for the HR Representative to enter any additional remarks. **Note**: These remarks are visible in Datamart to both Supervisors and HR Personnel,

  This field is optional.

- **Include for 80-day hire Reporting.** Select the "Yes" radio button to include this record in the 80-day Hire report. If the "No" radio button is selected, you must select a "Reason" for excluding it from the 80-day Hire report.

  This field is required for publishing.
  This field increases the hiring progress indicator percentage.

  - **Reason.** From the drop-down menu, select a reason for *not* including in the 80-day Hire Report.

    This field is optional unless "No" is selected in the *Include for 80-day hire Reporting* field.

- **Offer Letter Mailed Date.** A formal offer letter contains the "official" offer to the selectee. It contains information such as the selectee's organization codes and the HR Representative's name and telephone number. Use either the calendar icon to select a date, or manually enter the formal offer date (see Figure above).

  This field increases the hiring progress indicator percentage.

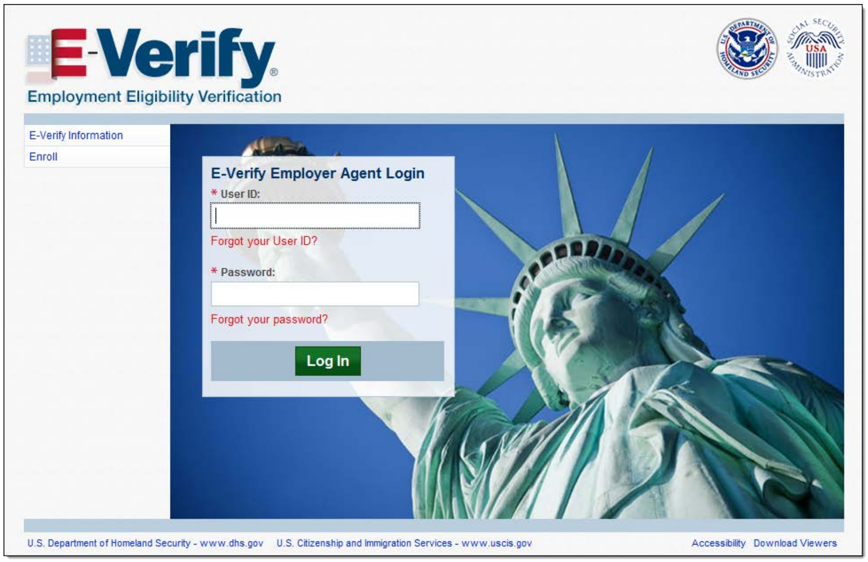
- **Date Official Offer Accepted**. The date that the selectee accepted the official offer.

  This field is optional.

- **Projected Entry On Duty Date (e-Verify for Employers).** This date is the entry on duty date/or effective date of the personnel action. Use either the calendar icon to select a date or manually enter the verbal offer date.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

  - **e-Verify**. Directly below this field is a link to e-Verify. This link will take the user to the U.S. Citizenship and Immigration Services webpage for Employers (see Figure below).



e-Verify for Employers

- **Physical Entry On Duty Date.** The date the employee is expected to report to work. Use either the calendar icon to select a date or manually enter the verbal offer date.

  This field is required for publishing.
  This field increases the hiring progress indicator percentage.
  This field is required for interface to PSTS.

- **Report To (For First Day Arrival).** This data populates a screen in EODS that provides information to the selectee about their job location. Enter the Building Number and Room Number where the employee should report to work.

  Both the Building and Room are required for publishing.
  Both the Building and Room increase the hiring progress indicator percentage.

- **Federal Flexibilities Used.** Incentives used to appoint applicants in unusual circumstances when it is not feasible or practical to use traditional competitive hiring procedures. Click the “Select Federal Flexibilities Used” button to display the flexibilities pop-up window. Select the applicable flexibility or flexibilities used to hire this selectee and then click the “Add Flexibilities” button.

  This field increases the hiring progress indicator percentage.

- **Enhanced Leave Justification Complete.** Enhanced leave is an incentive used to recruit senior executives from outside of the Federal government by providing eight hours of annual leave each pay period. In addition, managers can offer enhanced vacation leave benefits to new recruits from the private sector. If the new hire is going to receive enhanced leave, ensure documentation is complete. Check “Yes” to document this action; otherwise, select “No”.

This field increases the hiring progress indicator percentage.

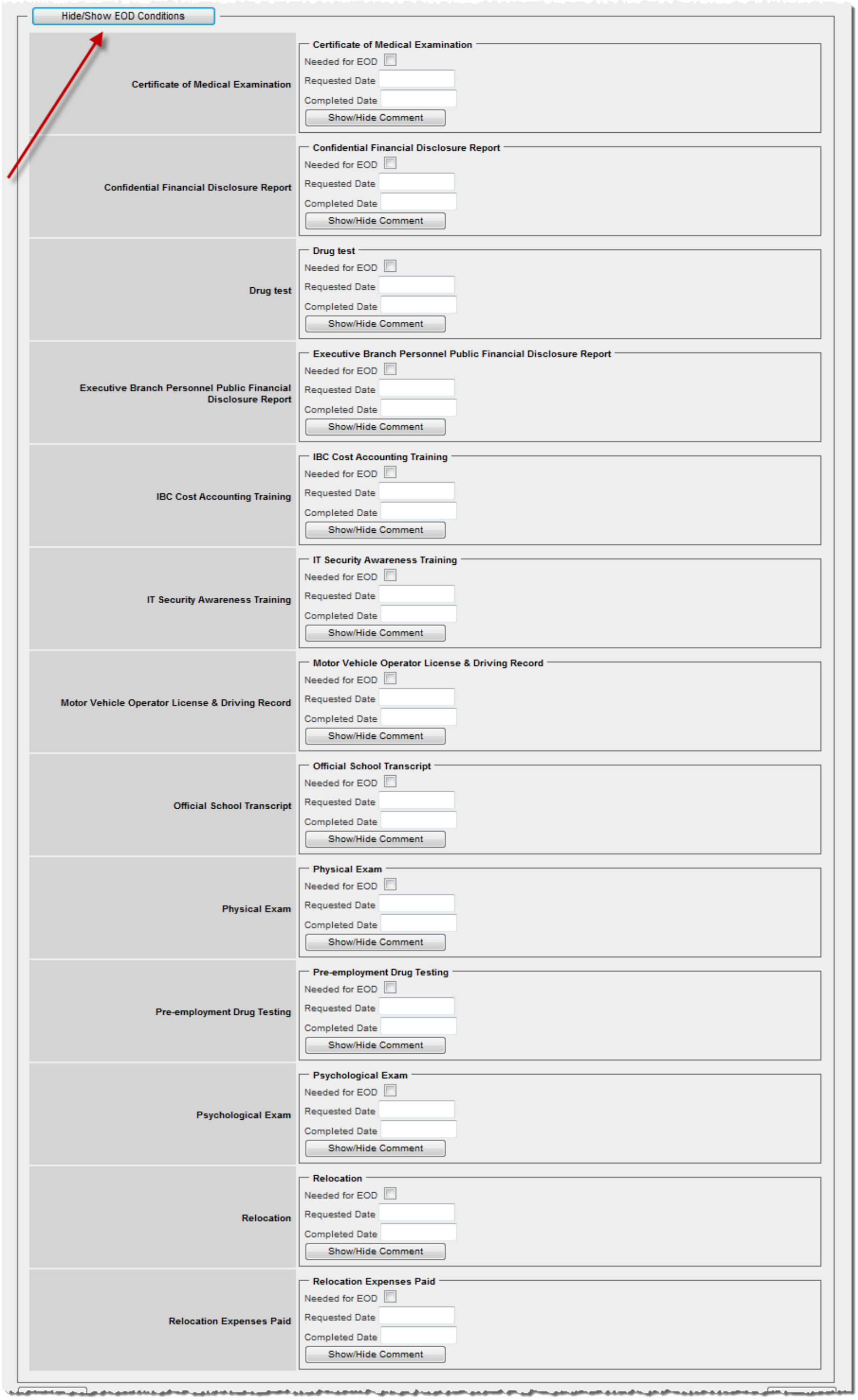
- **Superior Quals Justification Complete.** Under the Federal Wage System, special qualification appointments allow an employing agency to set pay at a rate above Step 1 of the appropriate grade level for candidates with highly specialized skills in an occupation or based upon a special need of the agency (see Figure above). Agencies must have documentation and recordkeeping procedures on making superior qualifications or special qualifications appointments in place in order to make such appointments. (See 5 U.S.C. 5333; 5 CFR 531.203(b) for General Schedule employees. See 5 U.S.C. 5341 and 5 CFR 532.403 for the Federal Wage System.) Click the "Yes" radio button to indicate Superior Quals were used for this position; otherwise, click "No".

  This field increases the hiring progress indicator percentage.

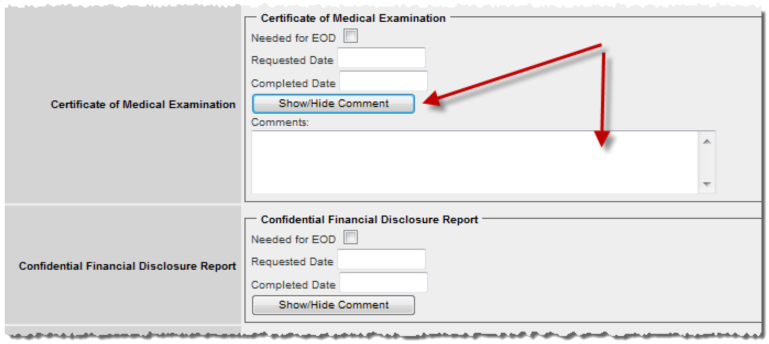
- **Bonus Documentation Complete.** Federal flexibilities allow agencies to use retention and hiring bonuses to attract and retain federal employees. If bonus documentation is complete, click the "Yes" radio button; otherwise, click N/A.

  This field increases the hiring progress indicator percentage.

- **Hide/Show EOD Conditions.** Use the "Hide/Show EOD Conditions" button to view or hide the EOD Conditions fields. (See figures below.)



EOD Conditions



EOD Conditions comments

For each field in the EOD Conditions section, indicate an EOD requirement by checking the "Needed for EOD" box. Select the Requested date and Completed date from the corresponding calendar drop-down, and enter any additional comments pertaining to each field by showing the comment section with the "Show/Hide Comment" button and enter your comment.

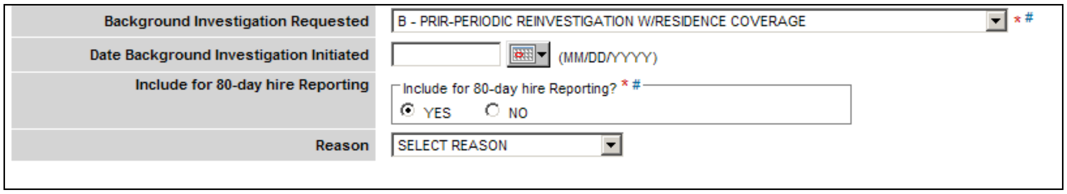
All fields are optional.

- **Certificate of Medical Examination.** Indicates a requirement for a Certificate of Medical Examination.
- **Confidential Financial Disclosure Report.** Indicates a requirement for a Confidential Financial Disclosure Report.
- **Drug test.** Indicates a requirement for a drug test.
- **Executive Branch Personnel Public Financial Disclosure Report**. Indicates a requirement for an Executive Branch Personnel Public Financial Disclosure Report.
- **IBC Cost Accounting Training.** Indicates a requirement for IBC Cost Accounting Training.
- **IT Security Awareness Training**. Indicates a requirement for IT Security Awareness Training.
- **Motor Vehicle Operator License & Driving Record.** Indicates a requirement for a Motor Vehicle Operator License & Driving Record.
- **Official School Transcript**. Indicates a requirement for an Official School Transcript.
- **Physical Exam.** Indicates a requirement for a Physical Exam.
- **Pre-employment Drug Testing.** Indicates a requirement for pre-employment drug testing.

- **Psychological Exam.** Indicates a requirement for a psychological exam.

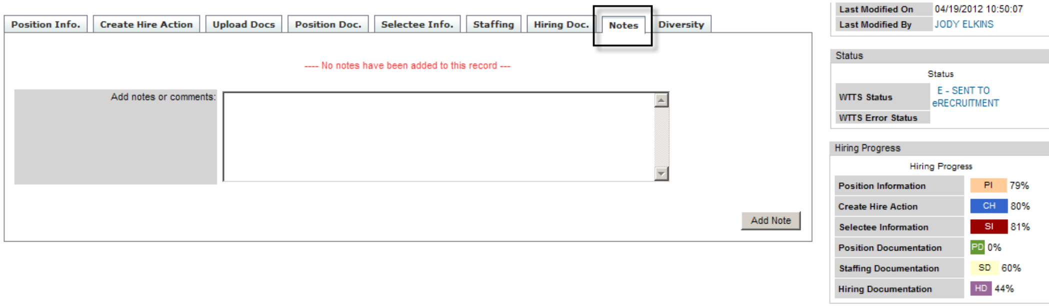
- **Relocation.** Indicates whether relocation is a requirement for EOD.

- **Relocation Expenses Paid**. Indicates if relocation expenses are a requirement for EOD.



Staffing/EOD Conditions Tab/Screen (cont'd)

Notes Tab/Screen



Notes Tab/Screen

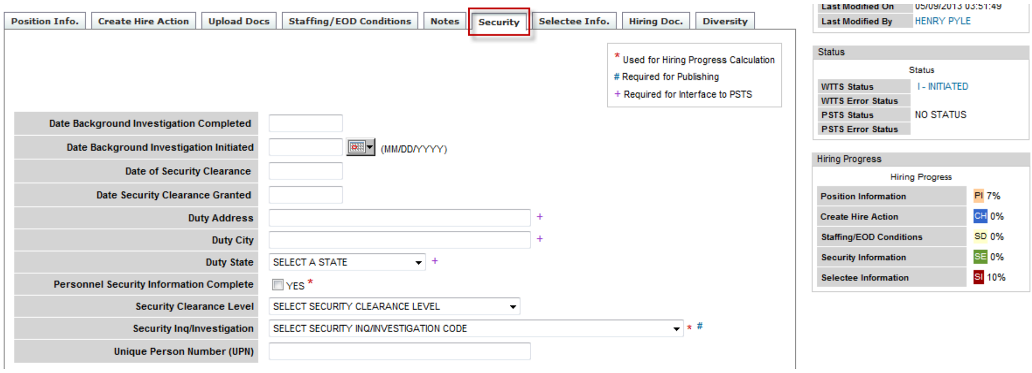
Often, the HR Representative needs to make notes regarding a hire. The Notes tab (see Figure above) can be used for that purpose. It is only visible to users with the HR Role. The input field is limited to 296 characters; therefore, if the note is longer than 296 characters, additional Notes may be added with the “Add Note” button to accommodate the text.

This field is optional.

Security Tab/Screen

The interests of national security require that all personnel privileged to be employed in the departments and agencies of the government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States of America. This means that the appointment of each civilian employee in any department or agency of the government is subject to investigation. The scope of the investigation may vary depending on the nature of the position and the degree of harm that an individual in that position could cause.

The fields on the Security Tab/Screen (see figure below) are described below.



Security Tab/Screen

- **Date Background Investigation Completed.** The month, date, and year that the selectee's background investigation was completed.

  This field is output only from the PSTS interface.

- **Date Background Investigation Initiated**. Enter the date the background investigation was initiated.

  This field is optional.

- **Date of Security Clearance**. The month, day, and year on which the selectee is formally assigned a Security Clearance level.

  This field is output only from the PSTS interface.

- **Date Security Clearance Granted**. The month, day, and year on which the selectee was formally granted a security clearance.

  This field is output only from the PSTS interface.

- **Duty Address.** Employee's work address.

  This field is required for interface to PSTS.

- **Duty City.** The Name of a city used to identify the location of an individual's office worksite.

  This field is required for interface to PSTS.

- **Duty State.** Two-digit State Code to identify the location of an individual's office worksite.

  This field is required for interface to PSTS.

- **Personnel Security Information Complete.** This field may be used to track whether or not the initial personnel security information has been completed. Click the "Yes" check box to indicate security information is complete.

  This field increases the hiring progress indicator percentage.

- **Security Clearance Level**. The degree of access to which the selectee is authorized. Select the security clearance level from the drop-down menu.

  This field is optional.

- **Security Inq/Investigation.** Click the drop down to select the appropriate type of background investigation (see Figure above).

  This field is required for Publishing.
  This field increases the hiring progress indicator percentage.

- **Unique Person Number (UPN).** If your agency has an interconnection between WTTS and a Personnel Security Tracking System (PSTS), the UPN will populate this field or can be populated manually. If your agency does not have and interconnection between WTTS and a PSTS, this field can be populated manually.

  This field is optional.

SELECTEE INFORMATION TAB/SCREEN– (SPO)

The Selectee Info Tab/Screen is available for input immediately following the creation of an RFE.

Once a selection has been made in eRecruitment, much of the selectee information(see Figure below) is provided to WTTS by eRecruitment. If you are not using an eRecruitment system, enter the information manually.

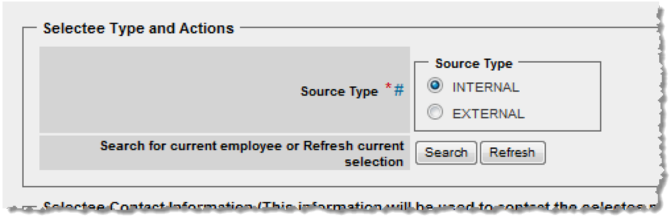
A list of the Selectee Info Tab/Screen is divided into five sections. The fields and their descriptions are provided on the following pages.

Selectee Information Tab/Screen

If you are utilizing a Talent Acquisition System (TAS), the data fields in the Contact Information section will be pre-populated. This information can also be entered if a TAS is not available.

SELECTEE TYPE AND ACTIONS

➢ **Source Type.** Internal or External Selectee Type.

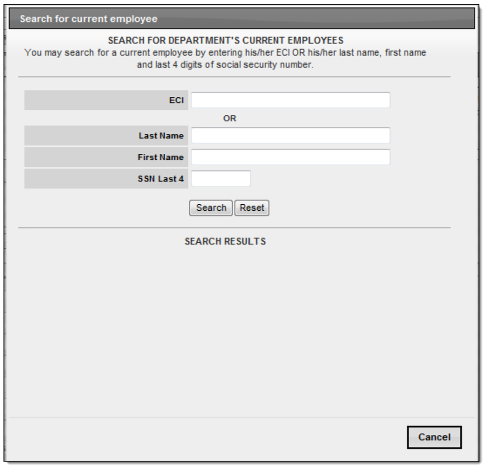


- **Internal.** When you choose "Internal" as your source type, a pop-up is displayed to enter search criteria. After clicking the "Search" button, you must choose one of two ways to search for an internal selectee (see Figure below). Search results will only be returned for an exact match.

  - Enter the full ECI (Department + ECI and click the "Search" button.

    Or

  - Enter the full Last Name, First Name, and last 4 digits of the SSN and click the Search button (all 3 fields must be completed).



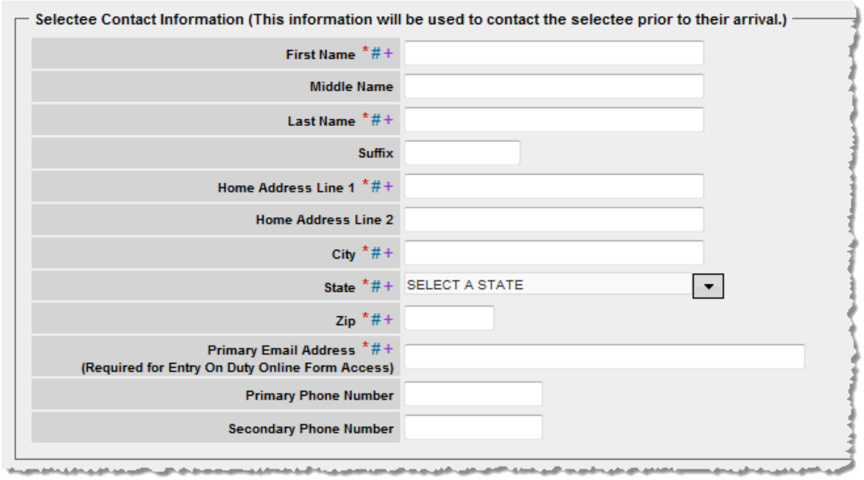
Internal Source Type Selection Pop-up

- **External.** Click the "External" radio button to mark the selection as external.

Note: If the record is not in Status T (Selectee Info Sent to FPPS), F (RLUP in FPPS), B (Audited/Complete) or W (Removed), and the Source Type is changed, you will receive a pop-up notification that all selectee related information will be cleared out and changing the Source Type is a non-recoverable action. If the WTTS status is T, F, B, or W, you cannot change the Source Type.

When a record is already published and you choose a different Source Type, the record is ***not*** automatically unpublished. If you do not want the record to remain on the Published Gains report, "Unpublish" the record. This action will move the record from the Published to the In-Work Gains report.

Selectee Contact Information



Selectee Contact Information section

- **Name (First, Middle, Last)**. The legal name by which a person is known on all official transactions. Enter the selectee's first and last name (see Figure above).

  First and Last names are required for Publishing. This field also increases the hiring progress indicator percentage.

  The middle name and suffix are optional.

- **Home Address**. Enter the selectee's home address. If additional lines are needed, use the Address Line 2 field.

  Line 1 is required for Completion and Publishing. Address Line 2 is optional.

- **City**. Enter the selectee's city address.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **State**. Choose the selectee's state address from the dropdown menu.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Zip**. Enter selectee's ZIP code.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Primary Email Address**. Enter the selectee's email address. WTTS uses the primary email address to send email notifications with the selectee's EODS User ID and password (see Figure above).

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

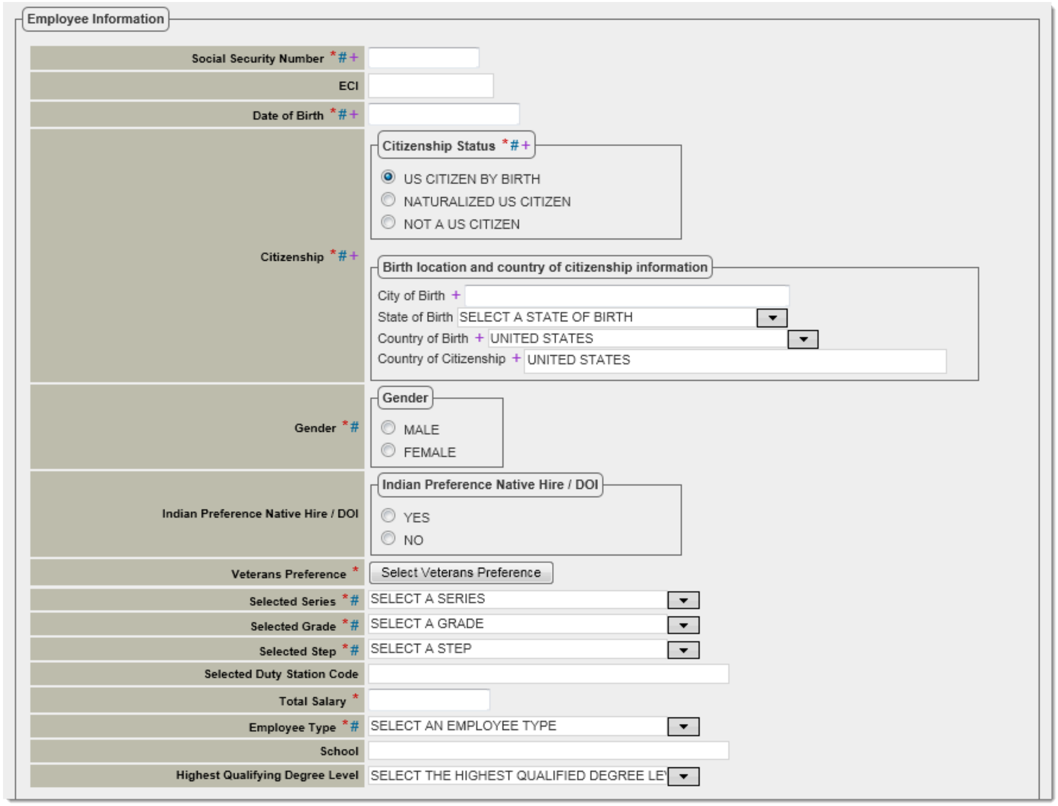
- **Primary Phone Number**. Enter the telephone number where selectee can generally be reached.

  This field is optional.

- **Secondary Phone Number**. If applicable, enter a second telephone number as an alternate (e.g., cell, pager, etc.).

  This field is optional.

EMPLOYEE INFORMATION



Employee Information section

- **Social Security Number (SSN)**. Nine-digit identification number issued by the Social Security Administration. Enter the SSN.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

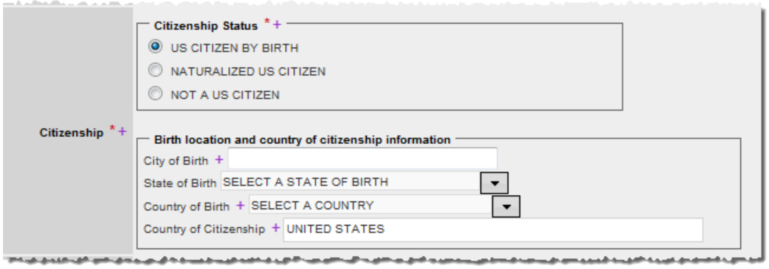
- **ECI**. Enter the Employee Common Identifier, if known.

- **Date of Birth**. Enter the selectee's birth date.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Citizenship**. Defines whether the selectee is a U.S. citizen by birth, a naturalized U.S. citizen, or not a U.S. citizen. Click the radio button for the appropriate type.

  If "US Citizen by Birth" is selected, the Place of Birth field expands and a response to City and State of Birth are optional input. The "Country of birth" is defaulted to the United States and cannot be edited (see Figure below).



Citizenship, "US Citizen by Birth"

If "Naturalized US Citizen" is selected, the city and state are optional input. The country of birth is available to make a selection, if necessary and "Country of Citizenship" is defaulted to the United States and cannot be edited.

When "Not a U.S. Citizen" is selected, the pop-up expands and requires a response to City and Country of Birth and "State of Birth" is no longer an option (see Figure above).

This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Gender**. Select the appropriate gender radio button.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Indian Preference Native Hire.** Select whether the selectee is a preference eligible. This is for Department of the Interior only (see Figure above).

  This field is optional.

- **Veterans Preference**. A selectee's category of entitlement to preference at a time of appointment in the Federal service based on active military service that terminated honorably. Click the "Select" button to choose the applicable Veterans preference.

  This field is optional and increases the hiring progress indicator percentage.

- **Selected Series**. The job or occupational series chosen for the selectee's position. Choose the selected series from the dropdown menu.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Selected Grade**. Grade chosen for the selectee. Choose the selected series from the dropdown menu.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Selected Step**. Indicates a specific salary within a grade, level, class, rate, or pay band. Choose the selected step from the dropdown menu.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **Selected Duty Station Code**. This field supports automated staffing functionality. This field also displays on the Send Selectee to FPPS pop-up and is sent to FPPS. If the selected duty station is not populated on the Selectee Info screen, the first duty station from the Position Info screen is sent to FPPS. This field is cleared when a declination is processed.

- **Total Salary**. Wages (adjusted basic pay) to be paid to the selectee. Enter a salary for the position.

  This field increases the hiring progress indicator percentage; however, we recommend leaving the field blank. When the record is RLUP'd in FPPS, the salary will be passed from FPPS to WTTS ensuring the correct dollar value populates the record.

- **Employee Type.** Designates the type of employment (i.e., full time permanent, part time permanent, etc.). Choose an employee type from the dropdown menu. This selection drives the list of forms a selectee receives. For example, if an employee is Full Time Permanent, there is a list of predefined forms they will receive. If an employee is Temporary, there is a different list of forms they will receive. The list of forms can be modified by the HR Representative by simply "checking" or "un-checking" the form on the Hiring Doc tab.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **School**. If used, the school information is pulled from FPPS. If the school is not in the lookup table, contact the FPPS Help Desk to have the school added. You cannot manually type in the name of the school. Click the "Select" button to enter the name of a school in the lookup table or click 'N/A' if not applicable.

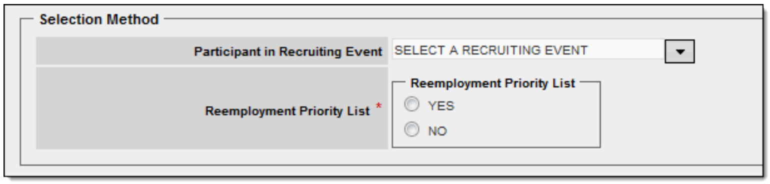
  This field is optional.

- **Highest Qualifying Degree Level**. Used to document the selectee's highest level of education qualifying them for the position. Select the appropriate education level from the dropdown menu.

  This field is optional.

The data fields in the Selection Method section are as follows and should be completed as described:

SELECTION METHOD



Selection Method section

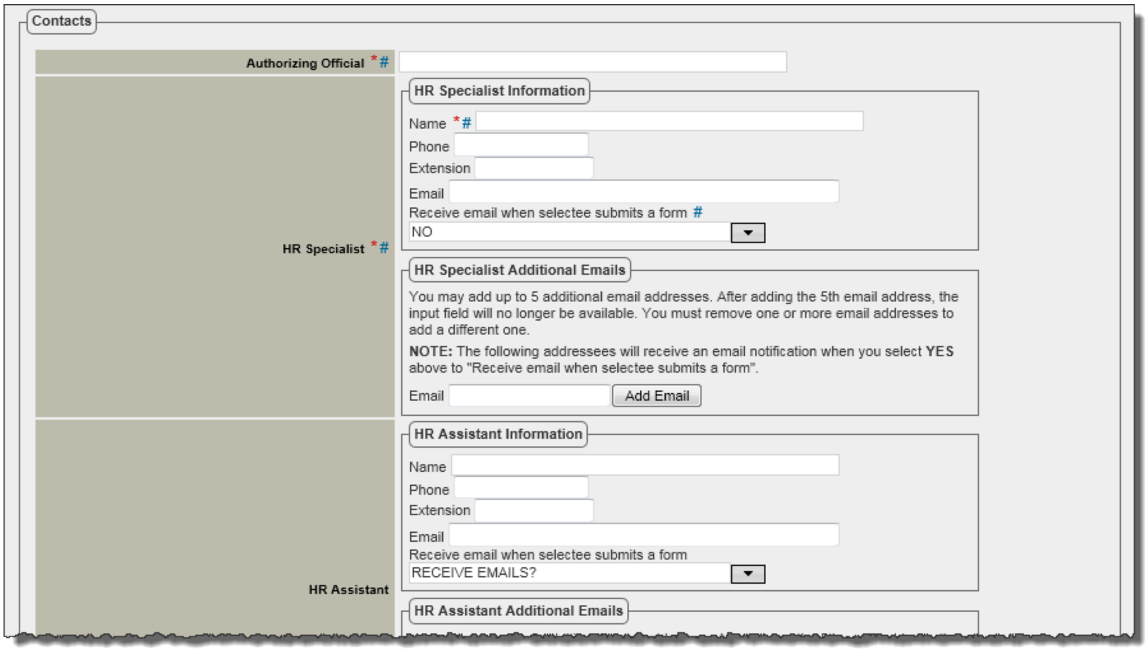
- **Participant in Recruiting Event**. This field is reserved for future use.

  This field is optional.

- **Reemployment Priority List**. The reemployment priority list (RPL) is the method agencies use to give reemployment consideration to their former competitive service employees separated by a Reduction in Force (RIF) or fully recovered from a compensable injury after more than one year. The RPL is a required component of agency-positive placement programs in filling vacancies; the agency must give RPL registrants priority consideration over certain outside job applicants and, if it chooses, may also consider RPL registrants before considering internal candidates. Select either the "Yes" or "No" radio button.

  This field increases the hiring progress indicator percentage.

CONTACTS



Contacts Section

- **Authorizing official**. The person who authorized the position to be filled. Click in the field and begin typing the name to narrow the selection. Enter the first and last name, last name, or a partial last name, and click on the name when it is found. If there is only one matching name, "select" it to populate the field. If more than one matching name displays, select the correct name.

  This field is required for Publishing. This field also increases the hiring progress indicator percentage.

- **HR Specialist**. This is the name of the person whose name will appear on the email notification to the selectee.

  The "Name", and "Receive email when selectee submits a form" field are required for publishing. This field also increased the hiring progress indicator percentage.

  - **Name.** Enter the first and last name, last name, or a partial last name, and click on the name when it is found. If there is only one matching name, "select" it to populate the field. If more than one matching name displays, select the correct name. (see Figure above)

    This field is required for Publishing. This field increases the hiring progress indicator percentage.

  - **Phone.** Enter the HR Representative's 10-digit telephone number. You may also enter an extension. This telephone number and extension is displayed on the second email to the selectee.

    This field is optional.

  - **Extension**. Enter the phone extension of the HR Representative.

    This field is optional.

  - **Email.** Enter the HR Representative's email address. With the drop-down menu below you may also determine if the HR Specialist receives an email when the selectee submits a form.

    This field is optional.

  - **Receive email when selectee submits a form.** Choose "Yes" or "No" from this dropdown to indicate if the HR Specialist wants to receive an email every time a selectee submits a form.

    This field is required for Publishing.

  - **HR Specialist Additional Emails**. Add up to 5 additional email addresses for those that need to receive emails when the selectee submits a form. These additional addresses will receive emails when you select YES to "Receive email when selectee submits a form."

Note: The fields for the following three Contacts (HR Assistant, Benefits Rep, and In Processing POC) operate the same as the HR Specialist fields with the exception that none of them are required for publishing.

- **HR Assistant, Name, Phone and Email.** Enter the name, phone number and email address of the HR Assistant.

  This field is optional.

- **Benefits Rep.** Enter the name, phone number and email address of the Benefits Representative.

  This field is optional.

- **In Processing POC, Name, Phone and Email.** Enter the name, phone number and email address of the In Processing Point of Contact.

  This field is optional.

- **Supervisor, Name and Email.** Enter the name and email address of the person with oversight of the position.

  This field is optional.

- **PSTS Sponsor, Name, Phone, Email, Approval Date.** This is the name of the person identified as the PSTS Sponsor. Enter the name, phone number, email address and the approval date. The approval date is the date the Sponsor approved the action. Choose the date from the drop-down calendar.

  This field is optional.

- **PSTS Requestor, Name, Email.** This is the name of the person identified as the PSTS Requestor. Enter the PSTS Requestor's name and email address.

  This field is optional.

  For each of these fields, enter the first and last name, last name, or a partial last name, and click on the name when it is found. If there is only one matching name, "select" it to populate the field. If more than one matching name displays, select the correct name.

- **Admin Officer.** Enter the name of the Admin Officer.

  This field is optional.

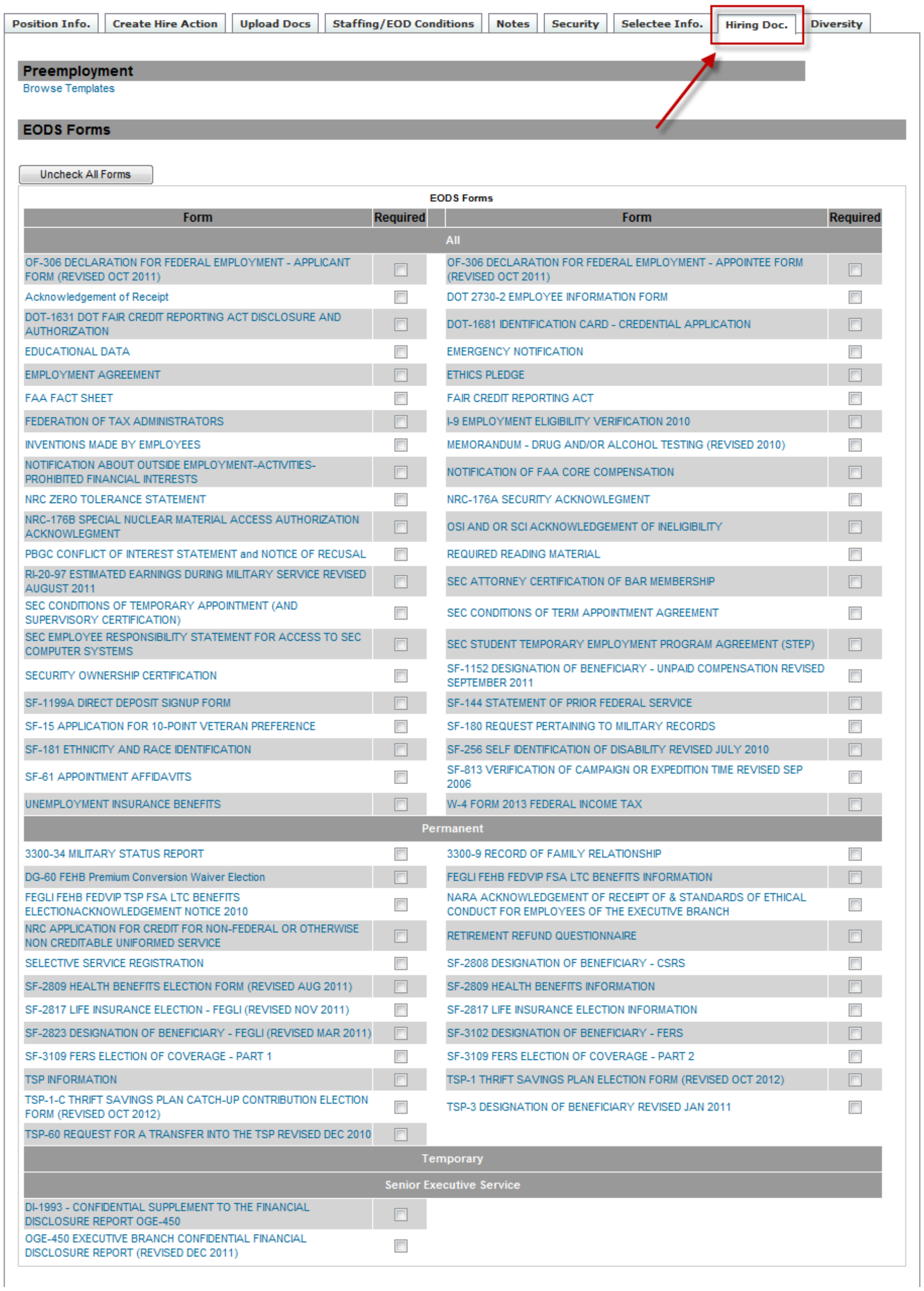
- **EOP Sponsor.** Enter the name of the Employee Orientation Sponsor.

  This field is optional.

Complete as much information as is available on the Selectee Information screen, and then click the “Save” button. Proceed to the Position Documentation screen to continue, or navigate to another tab. Be sure to click the “Save” button before exiting the record. The “Send Selectee Info to PSTS” button will send the information to PSTS.

HIRING DOCUMENTATION TAB/SCREEN

The Hiring Doc tab/screen is where the Preemployment (Browse Templates) and EODS Forms list is displayed (see Figure below). To deselect a form, "uncheck" the box. To select a form, click in the box beside the form. All the selected forms are sent to the selectee when the "Send EODS eMail(s)" button is clicked.



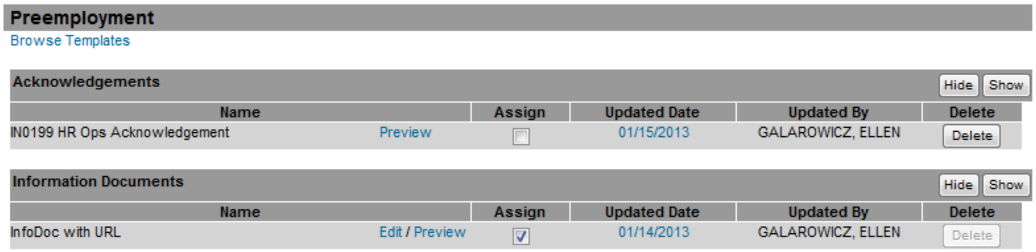
Hiring Doc Tab/Screen

➢ **Preemployment (Browse Templates).** The preemployment section is where the HR user has the ability to create Acknowledgements, Emails, Emails with Letters and Information Documents for the new hire.

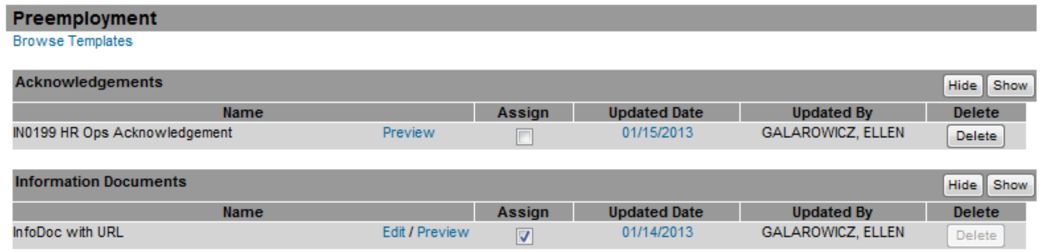
- Acknowledgements – HR users may "Browse" the Template Library and select one or more acknowledgements to assign to a WTTS record. The HR user can only use the template "as is". Acknowledgements cannot be modified in WTTS (notice there is no "Edit" button in WTTS on the Hiring Doc tab). Any changes made only affect the Template for that record – they do not affect what is in the Template Library. Think of it as a "Save As". An example of an Acknowledgement would be acknowledging terms for a temporary appointment.
- Emails and Emails with Letters – HR users may "Browse" the Template Library and select one or more Emails or Emails with Letters to assign to a WTTS record. The HR user can either use the template "as is", or, they can modify the Template specific to the current record. Any changes made only affect the Template for that record – they do not affect what is in the Template Library. An example of an Email would be an agency welcome letter. An example of an Email with Letter would be an email with a tentative offer letter.
- Information Documents - HR users may "Browse" the Template Library and select one or more Information Documents to assign to a WTTS record. The HR user can either use the template "as is", or, they can modify the Template specific to the current record. Any changes made only affect the Template for that record – they do not affect what is in the Template Library. An example of an Information Document would be a list of informational web sites (i.e. TSP, Health Benefits, etc.).

Preemployment in WTTS:

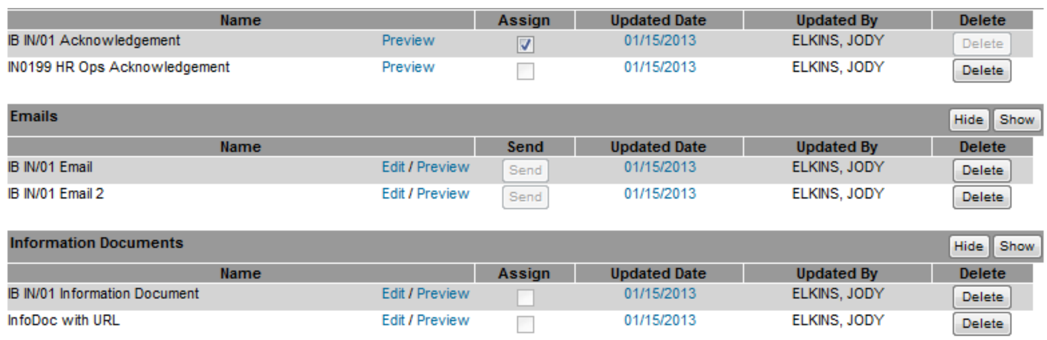
➢ Hide/Show buttons can be used to collapse and expand each template section.



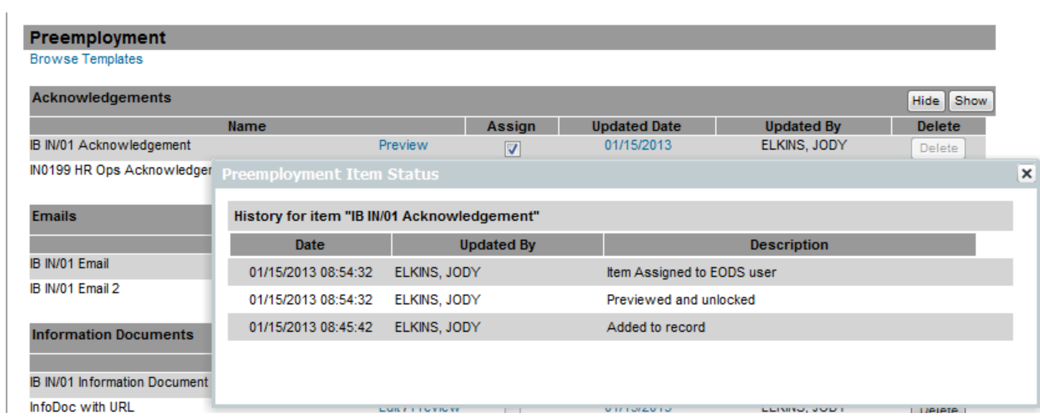
➢ Clicking the "Preview" or "Edit" buttons "unlocks" the template and allows it to be assigned



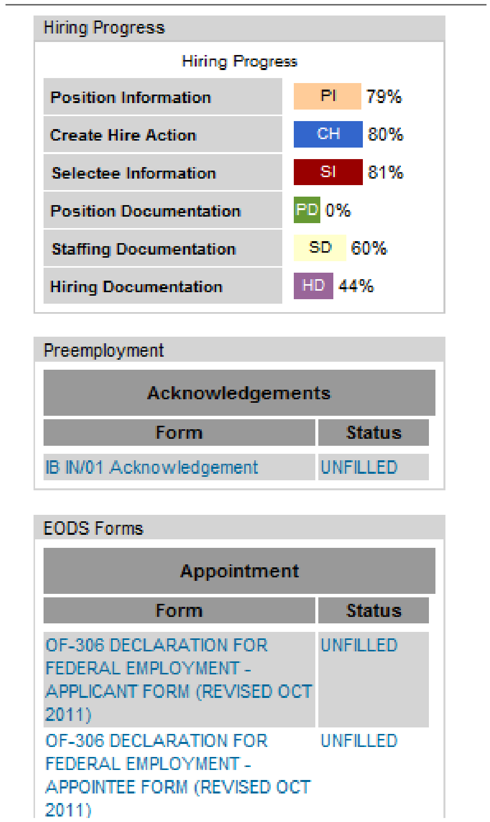
- ➢ The Assign or Send checkboxes/buttons will not be active unless:
  - Acknowledgements: Must be previewed and the required fields must be completed.
  - Emails: Must be Edited or Previewed, must have an HR Specialist's email, HR Specialists Phone Number, an EODS User's email, and a Subject Line.
  - Emails with Letters: Same as emails
  - Information Documents: Must be Edited or Previewed.



- ➢ Each item has a detailed Status History. Click the Date link to display the history



- ➢ Only Acknowledgements will be displayed on the right side of the Hiring Doc screen (not Information Documents or Emails/Emails with Letters).



- If an Acknowledgement or Information document has not been assigned, it can be deleted by clicking the Delete button.
  - Once an Acknowledgement or Information Document has been assigned they cannot be deleted; however, it can be unassigned by "unchecking" the checkbox and clicking the Save and Refresh button – this only applies if it is in an "unfilled" status.
- If an Email or Email with Letter has not been "sent", it can be deleted by clicking the Delete button.
  - Once an Email or Email with Letter has been Sent, it cannot be deleted.
- Emails and Emails with Letters can be resent an unlimited number of times until the record is Status = B (Completed).
- Save and Refresh button. You MUST click the Save and Refresh Page button in order to "push" EODS forms (make them visible in EODS) to the user (including Acknowledgements and Information documents). This change was necessitated by the change in Publish functionality.
- The Send EODS email(s) button **ONLY** sends either the "Welcome" access emails or "Additional Form" email(s).

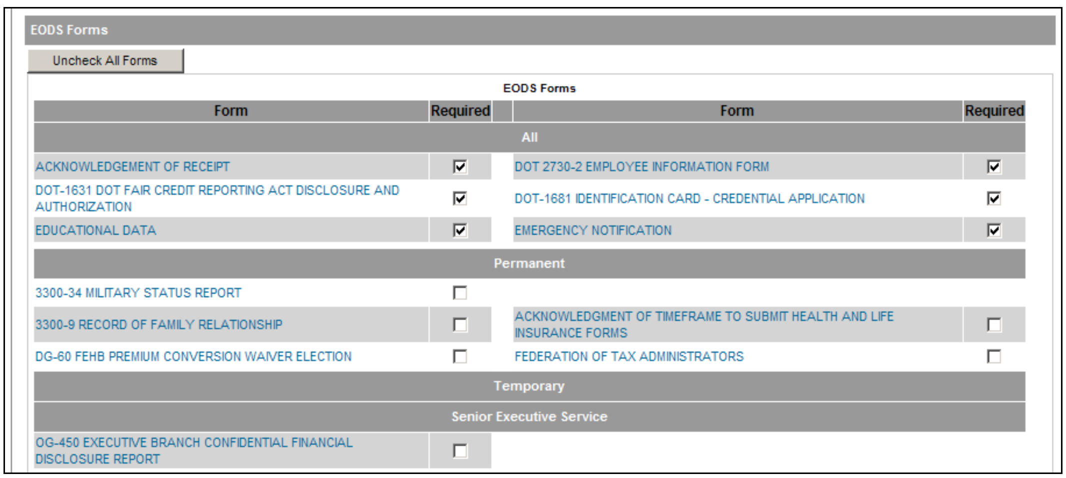
➢ To lock a person out of EODS, log on using the selectee's email address (EODS user) , any password, and their last 4 which will lock the account. Verify this by looking at the Locked User Account.

➢ Information Documents. The Description Line is displayed as the "Description" in EODS. It is limited to 100 characters.

*****More detailed information on Using the Template Library can be found in Chapter 7*****

➢ **EODS Forms.** The EODS forms list is an integral part of the on-boarding process. The initial list of forms displayed on this screen is based on the Employee Type chosen on the Selectee Info screen.

Forms are broken into 4 categories: Appointment, Permanent, Temporary, and SES. For example, if the selectee is in a permanent position, they may need most of the forms. However, if this action is a transfer from within the agency, they might not need any of the forms.


EODS Forms

Uncheck All Forms

EODS Forms

Form	Required	Form	Required
All			
ACKNOWLEDGEMENT OF RECEIPT	☑	DOT 2730-2 EMPLOYEE INFORMATION FORM	☑
DOT-1631 DOT FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION	☑	DOT-1681 IDENTIFICATION CARD - CREDENTIAL APPLICATION	☑
EDUCATIONAL DATA	☑	EMERGENCY NOTIFICATION	☑
Permanent			
3300-34 MILITARY STATUS REPORT	☐		
3300-9 RECORD OF FAMILY RELATIONSHIP	☐	ACKNOWLEDGMENT OF TIMEFRAME TO SUBMIT HEALTH AND LIFE INSURANCE FORMS	☐
DG-60 FEHB PREMIUM CONVERSION WAIVER ELECTION	☐	FEDERATION OF TAX ADMINISTRATORS	☐
Temporary			
Senior Executive Service			
OG-450 EXECUTIVE BRANCH CONFIDENTIAL FINANCIAL DISCLOSURE REPORT	☐		

EODS Forms Categories

And, if the selectee is coming from another federal agency, they most likely need some, but not all, of the forms. Which forms are sent to the employee can vary among HR offices (see Figure above).

If a form is not required, "deselect" it by clearing the checkbox beside the form.

Select the Update and Refresh button to review the final list of forms.

Note: There is an "Uncheck all Forms button" at the top of the EODS Forms list to use in the event the selectee does not require any EOD forms.

- If a record has already been published, and you determine another form needs to be sent, simply select the additional form and click the Update and Refresh button. The additional form will be "sent" to the selectee.

- If a form is in the "unfilled" status, meaning the selectee has not opened and saved the form, it can be removed from their forms list by "un-checking" the box beside the appropriate form and clicking the Update and Refresh button.

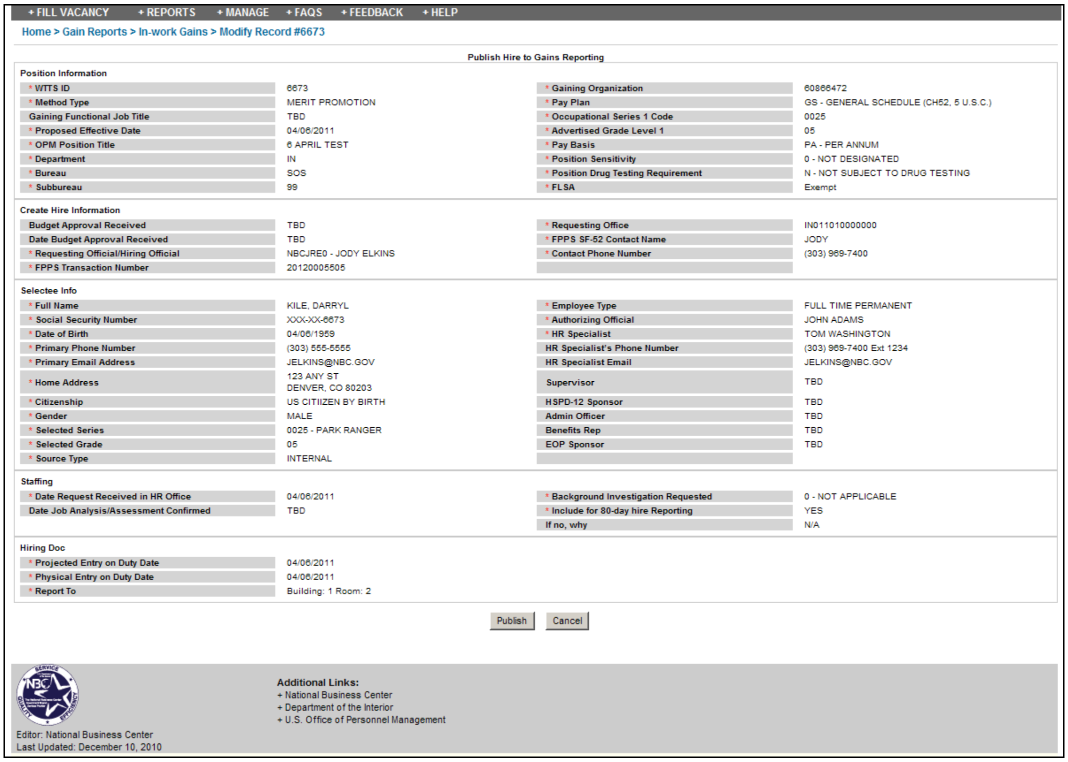
- In-processing Forms. Forms are displayed to the new hire in EODS in the same order they are displayed under In-Processing Forms (right side of the Hiring Doc tab. They are logically grouped by Form Type. Form types are: Appointment, Benefits, Pay Related, and Other.

PUBLISHING A RECORD

"Publishing" a record provides selectee information for WTTS Reports and populates the Published Gains report. Fields that must be completed before a record can be published are marked with a "#" (blue pound sign) in WTTS.

To 'Publish' a record, click the "Publish" button at the top or bottom of the screen.

A popup displays all information required to publish the record (see Figure below). If all required fields have been completed, a "Publish" button is displayed at the bottom of the screen. Either click this button to publish the record or select the "Cancel" button to return to the previous screen. If a red 'TBD' is present on the publish pop-up, this indicates a missed entry that must be populated. Simply click the red 'TBD' link to be directed to the field that requires a correction.



Publish Record as a Gain Pop-up

To “Unpublish” a record, navigate to the Published records report. Locate the record to Unpublish and click the Publish Icon (see Figure above). A popup is displayed to confirm this is the correct record to Unpublish. Either click the “Unpublish” button to Unpublish the record or select the “Cancel” button to return to the previous screen.

SEND EODS EMAIL(S)

With new Preemployment functionality, HR no longer needs to publish a record to grant a person access to EODS. By using new features on the Hiring Doc tab, HR personnel can assign forms, send emails, etc., and **send the EODS access emails** to the applicant/new hire by using the Send EODS Email(s) button. This gives HR flexibility to control the point at which they grant access to EODS rather than the system controlling this functionality.

When you are ready to notify the EODS user (either send the access ‘welcome’ emails, examples shown below, or notify them of an additional form), click the Send EODS Email(s) button at the bottom of the Hiring Doc tab. (See figure below). When assigning a new form to a user in EODS, check the box, Save & refresh then you can press the Send EODS Email(s) button to send the EODS user an email stating they have new form(s) to be completed or viewed.

Please note that when assigning Acknowledgements, Information Documents and or Forms, you must click the ‘Save and Refresh Page’ button to enable them in EODS.

Send EODS emails

When sending EODS eMails, a pop-up message is displayed as a reminder to ensure that you really do want to send the EODS access emails for forms processing.

INITIAL ACCESS EMAIL TO NEW HIRE.

Welcome to the Entrance on Duty System (EODS)!

****

Note: Access to EODS does not constitute a formal offer of employment.

****

This is the first of two separate emails Please keep this message as you may need this information to log into the Entry on Duty System (EODS) more than once.

As part of the hiring process, you will be completing forms online in the EODS. In order to access the system to begin completing your forms, you will need your user name, your password and the EODS web link.

This email contains information about your user name and the web link. A separate email will be sent to you with your password and basic instructions for completing your forms.

If you do not receive the second email within 24 hours, please contact the Human Resources Specialist listed below at the number provided in your offer letter.

For the initial log into EODS you will need to use Internet Explorer 6 or higher. After your initial log in and you have successfully changed your password, you may use Internet Explorer 6 or higher OR Firefox 3 or higher. Click on the EODS web link to take you directly to the EODS log in screen.

EODS web link: www.employeeentranceonduty.nbc.gov
Username: Email address we have on file

Human Resources Contact: GINA FITZGERALD
Telephone Number: (303) 333-4444

Please do not reply to this email.

SECOND EMAIL TO NEW HIRE

This is the second of two separate emails. Please keep this message as you may need this information to log into the Entry on Duty System (EODS) more than once. This email contains your password.

To access EODS, click on the web link provided in your first email. Enter the email address we have on file in the Username field. Copy the password provided below and then paste it in the password field.

After completing the consent page, your first step is to verify information previously collected from you during the selection process. Be sure to review this information carefully, as it is used to pre–populate forms and payroll data. Next you will be taken to a screen with 4 tabs:

- Tab 1 – In–work. This tab contains forms that you are required to complete. Please follow these steps to assist you in completing forms.
    1. To open a form, click the form number/name in the "Form" column. As you are completing a form you may save it and return at a later time to finish filling it out.
    2. Once you have completed the form, either open the form and click the "Submit" button; or, click the checkbox beside the form number and click "Submit Selected Form". Either method will send the form to your HR Representative.
    3. Unless otherwise specified, please submit forms prior to your first day of employment. Submit forms one at a time. An HR Representative will review the form and either approve or reject the form. If the form is approved, there is no further action required by you. If a form is rejected, it will re–appear on the In–work tab with a "rejected" status. We recommend you frequently log into the system to check the status of your forms.
- Tab 2 – Submitted. This tab is a way for you to track forms that have been submitted, but not approved or rejected by Human Resources.
- Tab 3 – Approved. This tab displays forms that were approved/completed by Human Resources. We recommend you print a copy of the forms for your records.
- Tab 4 – Information About My Job. This tab provides you information about your new job.

If you need assistance signing into the system or completing the on–line forms, please contact the Human Resources Specialist listed below at the number provided in your offer letter.
Welcome on board!!

Password: dVRzHRr2MDPXddA

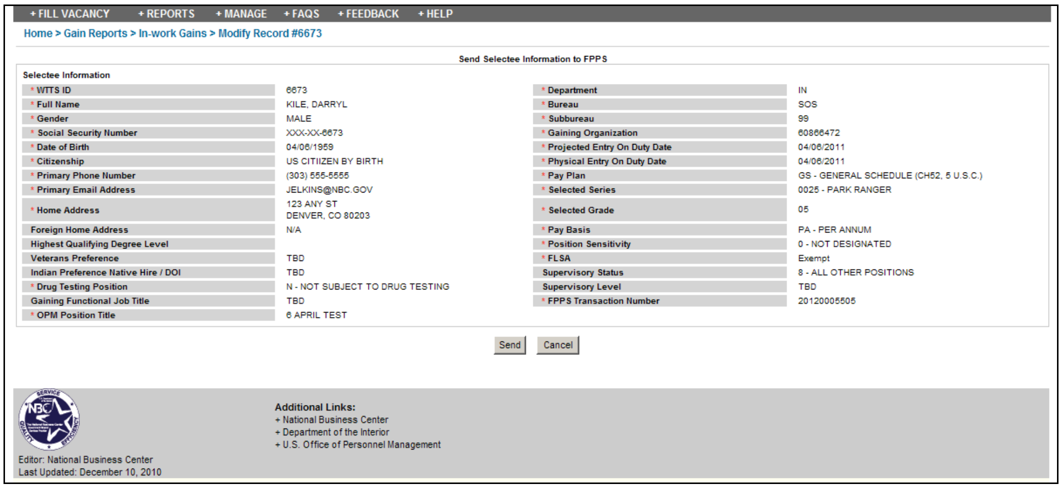
Human Resources Contact: GINA FITZGERALD
Telephone Number: (303) 333-4444

Please do not reply to this email

SEND (SELECTEE INFO) TO FPPS

The “Send Selectee Info to FPPS” button on the top and bottom of each tab is used to send selectee information to FPPS.

When you click the “Send to FPPS” button, a pop-up window displays all the required fields (see Figure below). If any of the information is missing, the field(s) will show TBD in red and the “Send” button will not be enabled. If a red ‘TBD’ is present on the ‘Send Selectee Information to FPPS’ pop-up, this indicates a required field that must be populated. Simply click on the red ‘TBD’ link to be directed to the field that must be corrected.



Send Selectee Information to FPPS Screen

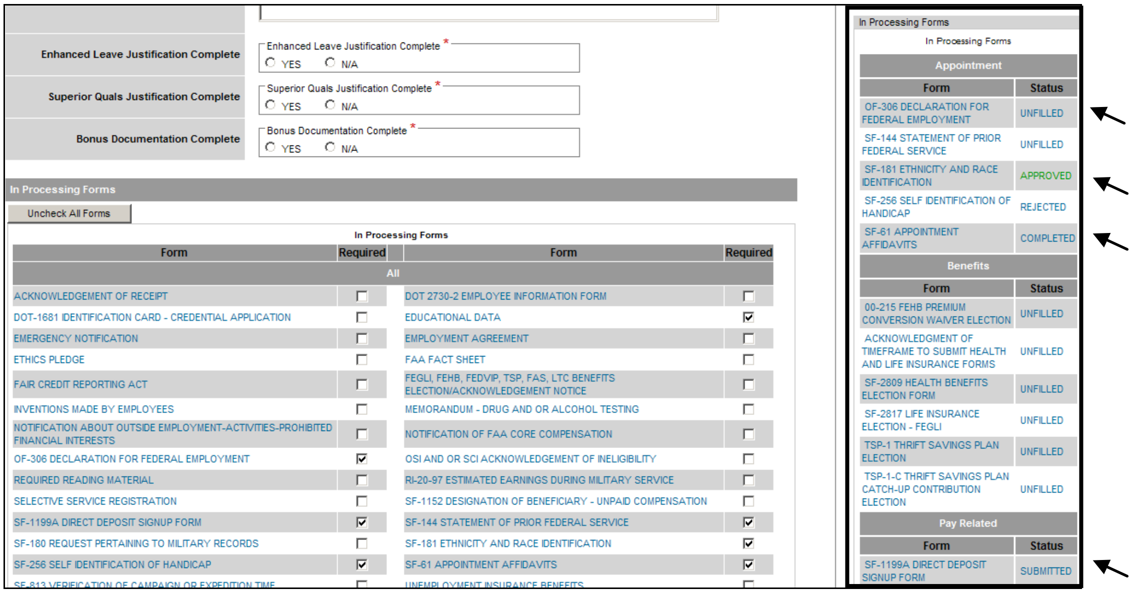
We recommend waiting until after the firm offer has been made to publish the record. Selectee information cannot be sent to FPPS until the record has been published.

We also recommend waiting until you have verified the selectee has received their access to EODS before sending the selectee information to FPPS in case any of their contact information has changed.

FORMS STATUS ON THE HIRING DOC TAB

The Hiring Doc screen is one of two places where an HR Representative can view the status of forms sent to and submitted by the selectee (see Figure below).

This is also where an HR Representative can approve, reject, unapprove, complete and if applicable send a form to FPPS or eOPF. **Note**: Forms can also be worked (accepted, rejected, completed, unapproved, or sent to FPPS and eOPF) from the In-processing report (see Chapter 3, Special Programs Module).



Forms Status Detail

The In Processing Forms content frame on the Hiring Doc tab (see Figure above) provides a summary of forms that have been sent to a selectee along with their various statuses. If the HR Rep wishes to send an additional form that was not initially assigned, simply click the box for that form then 'Save and Refresh' the page. The new form will be added to the new user's 'In Work' forms tab. Form status categories are as follows:

- **Unfilled**. The form status is unfilled until the selectee opens the form and performs a save, at which time the status changes to In Work.
- **In Work**. Once the selectee opens the form and performs a save, the status is considered "In Work." A form remains in this status until it is submitted. (**Note**: HR cannot view forms with an "In Work" status.)
- **Submitted**. The selectee has submitted the form to HR.
- **Rejected**. This status indicates that the form has been rejected by the HR rep back to the selectee. Click on the hyperlinked word 'Reject' to see results of the error.
- **Approved**. HR has approved the form.

Note: If the HR Representative determines a form needs to be changed (before it is completed or sent to FPPS) they can “unapprove” the form.

- **Completed**. This indicates a form has been completed and can no longer be modified.
- **eOPF Send Requested.** The HR rep has sent a form to a new hire’s eOPF.
- **eOPF Confirmed Sent**. This is confirmation that a form has been accepted/processed in a new hire’s eOPF.
- **eOPF Failed**. This indicates a problem was encountered as a result of sending a form to eOPF. Click on the hyperlink (eOPF Failed) to read results of the failed attempt.

PROCESSING FORMS

HR begins “working” a selectee’s forms from either the Hiring Doc screen (described above), or, the In-processing Report in the Special Programs Module (see Chapter 3). The main difference between the two areas is when you first access the In-processing report; it provides a summary level of all selectee forms. Once the selectee has submitted at least one form, their name changes from black to a blue hyperlink. Click on the hyperlinked name to display the forms processing grid. On the Hiring Doc screen, simply click any form title under the In-processing Forms header (right side of screen) and the forms processing grid appears. From this point on, processing is the same (see Figures below).

Inprocessing

All New Hires (! = Locked EODS User)

WTTS ID	Name	In-Work (Incl. Info)	Submitted	Approved	Sent FPPS	Sent eOPF	Completed
4618	HARGROVE, JAMES	46	1	4	0	0	1
4649	WATERS, LEE	50	0	1	0	0	1
4652	CLIPPER, ALBERTA	50	0	0	0	0	2
4654	WEST, MATTHEW	0	0	1	0	0	1
4656	MULLINS, RICH	0	0	0	0	0	1
4658	WATERS, CRYSTAL	47	1	1	0	0	3
4683	SHOWERS, APRIL	0	0	0	0	0	2
4699	VALLIE, BRANDON	52	0	0	0	0	0

Special Programs In-processing Report

EODS Forms

Uncheck All Forms

EODS Forms

Form	Required	Form	Required
All			
ACKNOWLEDGEMENT OF RECEIPT	☑	DOT 2730-2 EMPLOYEE INFORMATION FORM	☑
DOT-1631 DOT FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION	☑	DOT-1681 IDENTIFICATION CARD - CREDENTIAL APPLICATION	☑
EDUCATIONAL DATA	☑	EMERGENCY NOTIFICATION	☑
EMPLOYMENT AGREEMENT	☑	ETHICS PLEDGE	☑
FAA FACT SHEET	☑	FAIR CREDIT REPORTING ACT	☑
I-9 EMPLOYMENT ELIGIBILITY VERIFICATION 2010	☑	INVENTIONS MADE BY EMPLOYEES	☑
MEMORANDUM - DRUG AND OR ALCOHOL TESTING	☑	NOTIFICATION ABOUT OUTSIDE EMPLOYMENT-ACTIVITIES-PROHIBITED FINANCIAL INTERESTS	☑
NOTIFICATION OF FAA CORE COMPENSATION	☑	OF-306 DECLARATION FOR FEDERAL EMPLOYMENT	☑
OSI AND OR SCI ACKNOWLEDGEMENT OF INELIGIBILITY	☑	REQUIRED READING MATERIAL	☑
RI-20-97 ESTIMATED EARNINGS DURING MILITARY SERVICE	☑	SELECTIVE SERVICE REGISTRATION	☑
SF-1152 DESIGNATION OF BENEFICIARY - UNPAID COMPENSATION	☑	SF-1199A DIRECT DEPOSIT SIGNUP FORM	☑

FAA FACT SHEET	UNFILLED
I-9 EMPLOYMENT ELIGIBILITY VERIFICATION 2010	UNFILLED
MEMORANDUM - DRUG AND OR ALCOHOL TESTING	UNFILLED
OF-306 DECLARATION FOR FEDERAL EMPLOYMENT	UNFILLED
SELECTIVE SERVICE REGISTRATION	UNFILLED
SF-144 STATEMENT OF PRIOR FEDERAL SERVICE	UNFILLED
SF-181 ETHNICITY AND RACE IDENTIFICATION	COMPLETED
SF-256 SELF IDENTIFICATION OF HANDICAP	SUBMITTED
SF-61 APPOINTMENT AFFIDAVITS	UNFILLED
UNEMPLOYMENT INSURANCE BENEFITS	UNFILLED
Benefits	
Form	Status
3300-34 MILITARY STATUS	UNFILLED

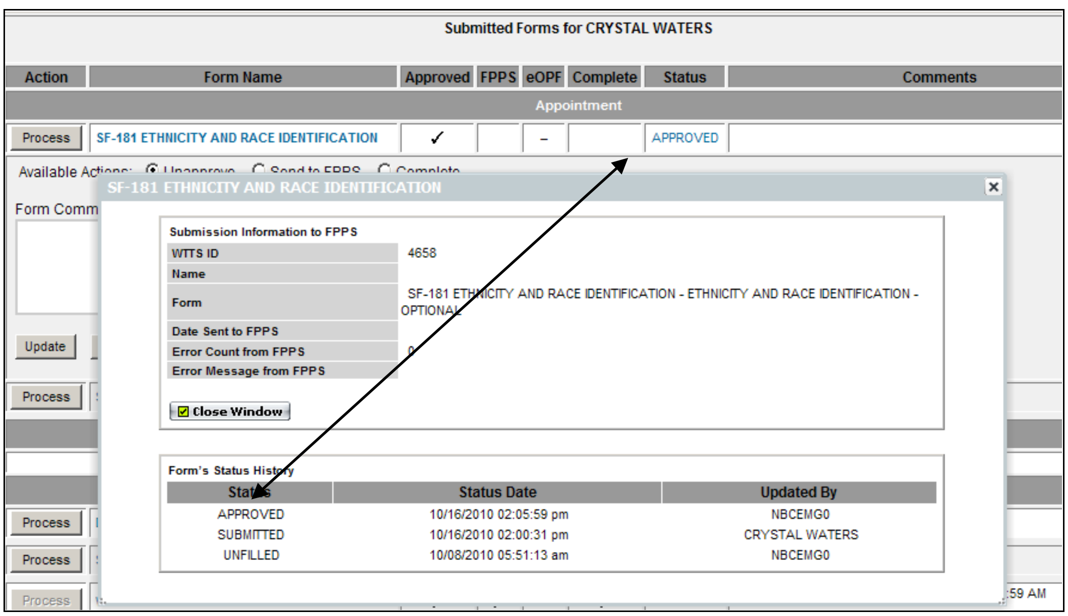
Note: Comments can be added to a form at any time without actually "processing" the form. Simply enter the comment(s) and click the Update button.

Generate Tickler for Date Sensitive Forms

The system automatically generates an email to the selectee when they have not submitted a date sensitive benefit form in a timely manner. This email is generated 7 days prior to the form's due date. The date the email is sent will be displayed on the Special Programs HR Report – New Hires Due Date for Forms. The HR Specialist has the capability to re-send the email reminder to the selectee by simply clicking the resend button which will regenerate an email reminder to the selectee. **Note**: Ensure the email address is correct for the selectee by reviewing the 'Primary Email Address' data on the Selectee Info screen.

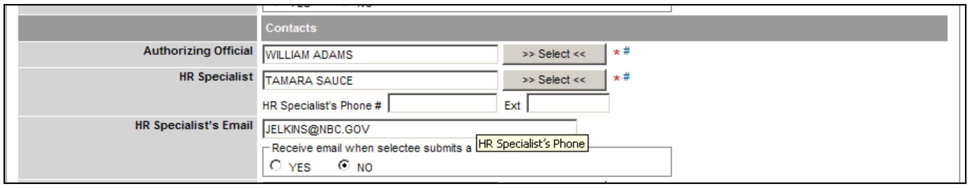
Tracking Forms

Each step of a form's life cycle is tracked in the Form's status history. To display the history, click on the link in the Status column. The status displays an audit trail for each action on the form (see Figure below). Whether it is the selectee submitting the form or HR "unapproving" a form, the history is tracked and displayed in this status history.

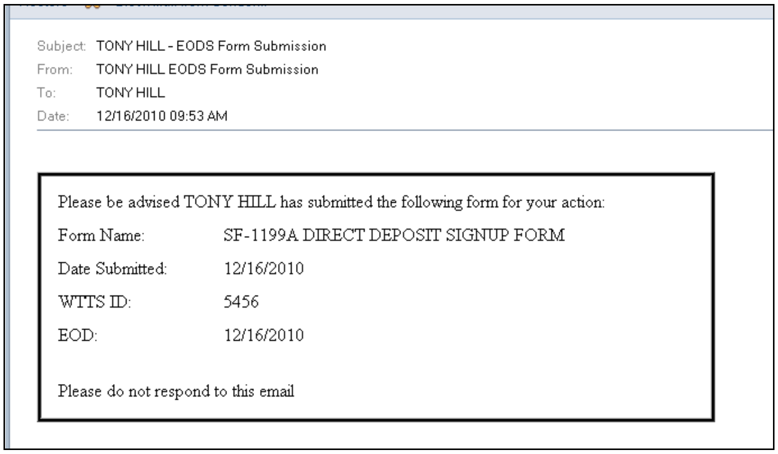


Forms Status History

- HR Specialists have the option to receive an email notification each time a form is submitted by the selectee. If the HR Specialist wants to receive an email each time the selectee submits a form, click the **YES** radio button on the Selectee Info screen (see Figure below). The email field will be populated with the WORK email address populated in FPPS. If there is no work email address in FPPS; or, the email address is different, the field allows for input. If necessary, enter the new email address. Each time the selectee submits a form, the system will automatically generate an email to the HR Specialist (See Figure below). **Note**: The default on all records is set to "NO".



Selectee Info screen-HR email notification option



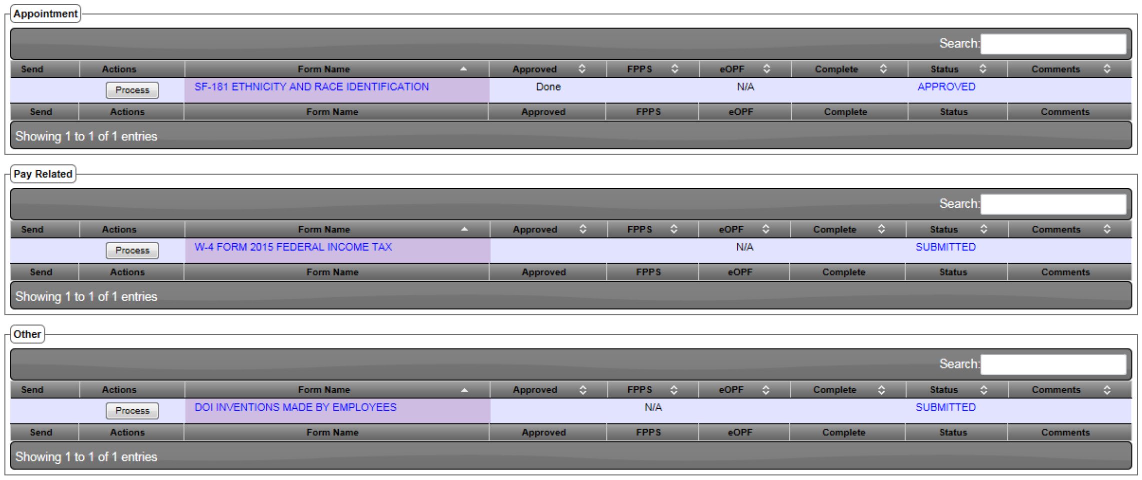
Sample email notification sent to HR Specialist.

THE FORMS PROCESSING GRID

➢ The forms processing grid is a "one stop shopping" area to review the status of a selectee's forms (see Figure below).

➢ The tools legend is displayed above the grid.

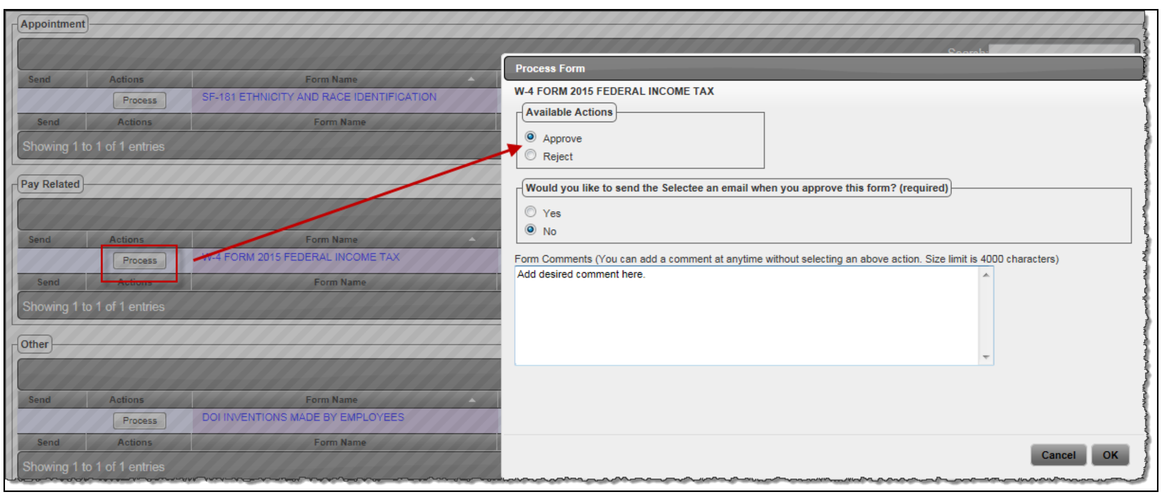
- When an action is completed, the grid displays the word "Done".
- When an action is skipped, the grid displays an "X"
- When an action does not apply, the grid displays an "N/A".
- When an action requires HR input, the grid displays (HR) beside the form title.



Forms Processing Grid

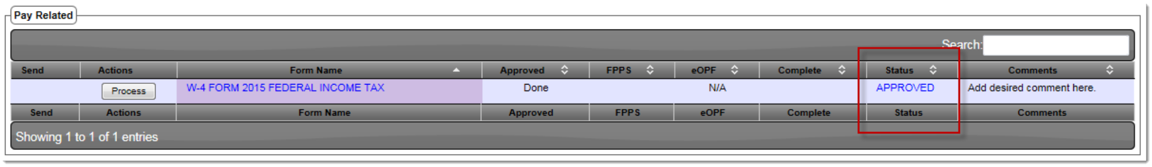
APPROVE A FORM (AFTER APPROPRIATE REVIEWS HAVE BEEN PERFORMED).

➢ Click the Process button under the Actions header. The "Process Form" pop-up displays and the available actions are shown (see Figure below).



Forms Processing Grid - Approve Form

- Click the Approve radio button. If the form is ready to be approved, click the "OK" button. The form's status is immediately updated to "Approved" under the Status header.



Forms Processing Grid – "Approved" Status.

- Send Approval email to selectee. The HR Rep must click either the 'Yes or No' radio button (see Figure above) to send an email to the new hire to inform them that a form has been approved by HR. An example of the email sent is shown below (see Figure below).

Please be advised CJ WILSON has submitted the following form for your action:

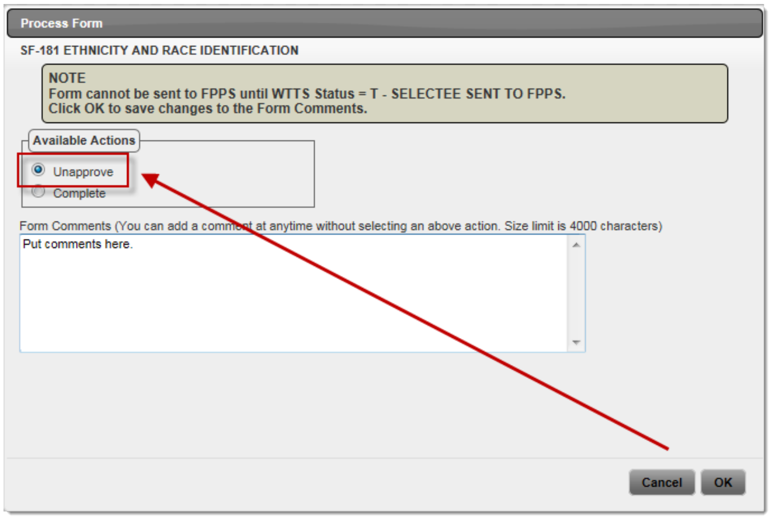
Form Name:	SF-1199A DIRECT DEPOSIT SIGNUP FORM
Date Submitted:	12/21/2011
WTTS ID:	6815
EOD:	12/08/2011

Please do not respond to this email

Forms Processing Grid – Send email approval to new hire (cont'd).

UNAPPROVE A FORM

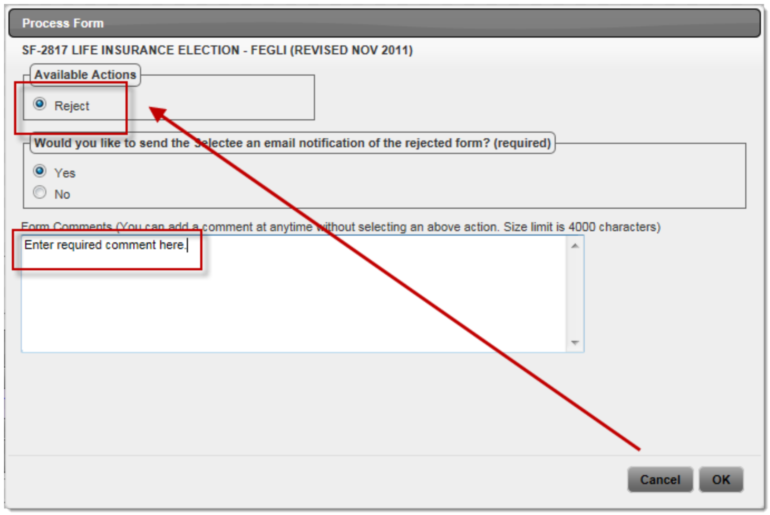
- An HR specialist can "unapprove" a form if it has not been sent to another system, for example, FPPS (see Figure below). After clicking the "Process" button, choose the "Unapprove" radio button on the Process Form pop-up and click "OK". The form's status is updated to "Unapproved". The HR's electronic signature and date, if applicable, are removed.



Unapprove a Form

REJECT A FORM

- To return a form to the selectee, reject the form. When the "Reject" radio button is selected, the window slides down and a question is displayed as to whether or not the HR specialist would like to send an email notification to the selectee (see Figure below). If the "Yes" radio button is selected, an email is sent to the selectee. If the "No" radio button is selected, no email is generated. Note: You must add a comment when a form is rejected.



Reject a Form

Sample of email that is sent to the selectee when a form is rejected (see Figure below).

CRYSTAL WATERS EODS Form Requires Attention
OFC OF THE SECRETARY to: CRYSTAL WATERS

Your Human Resources Specialist has returned form (SF-181 ETHNICITY AND RACE IDENTIFICATION) to you for action

Please log on to EODS (EODS web link: www.employeeentranceonduty.nbc.gov) to review your forms.

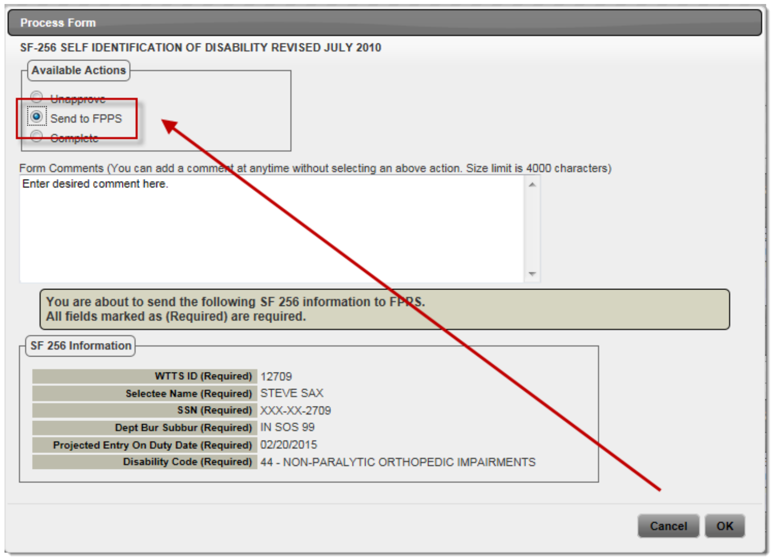
Human Resources Contact: WILLIAM ADAMS
Telephone Number:

Please do not reply to this email

Forms Processing Grid – Sample Reject Email

SEND FORM TO FPPS

- Once a form is approved, it can be sent to FPPS. When the Send to FPPS radio button is selected, the screen expands to display the information that will be transmitted to FPPS (see Figure below).



Send to FPPS

- If the form is ready to be sent to FPPS, click the "OK" button. Once successfully sent, the forms grid will display "Done" under the FPPS header. The date/timestamp of when the form was sent to FPPS is displayed in form's Comments field.

SENDING A FORM TO EOPF

- The record must be completed (RLUP'd) in FPPS before a form can be sent to a new hire's eOPF (WTTS Status = "F"). Forms that require HR input must be completed before the 'Send to eOPF' becomes available on the forms grid.

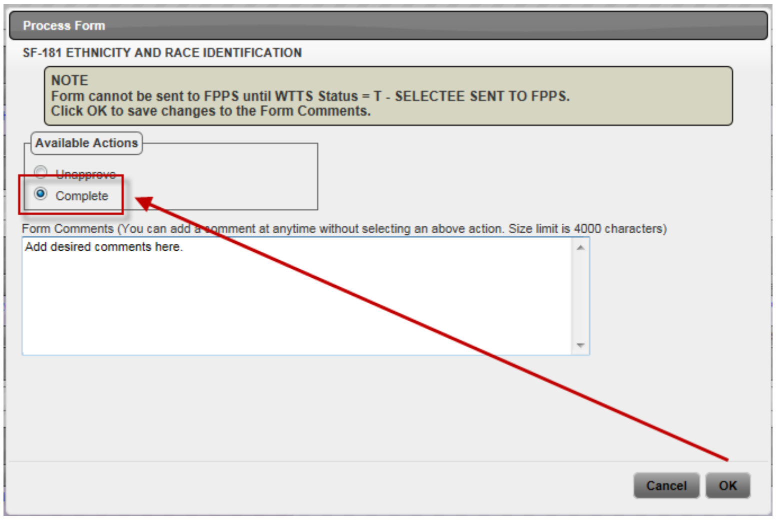
- When the 'Send to eOPF' radio button is selected and the "OK" button is clicked, the status of the form changes to 'Send to eOPF Requested'.

- If an eOPF form is marked 'Complete' prior to sending it to the new hire's eOPF, the step to send the form to eOPF is "skipped" and it is no longer an option for the HR user. As described in the next section, when a step in the forms processing grid is skipped and marked 'Complete', the system assumes there is no further action to be taken on this form.

- Once an eOPF form is sent to a new hire's eOPF, it may take 15-20 minutes to see a 'Completed' response returned from the Office of Personnel Management (OPM). It is important for the HR user to follow-up with appropriate action when errors are received back from OPM (displayed in the Status' column.

COMPLETING A FORM

- When a form is "Complete, it requires no more action or was sent to its final destination (i.e., FPPS, eOPF, etc.).

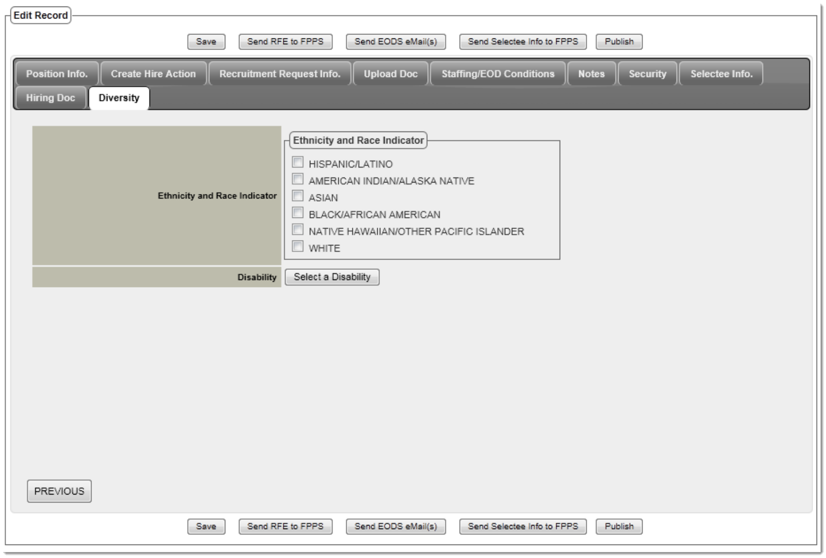


Completing a Form

SKIPPING A STEP

- If necessary, a step in the processing path can be skipped. For example, if FPPS already had the selectee's banking information, the SF-1199A would not submit to FPPS. Instead of clicking the Send to FPPS button, the HR specialist would click the "Complete" button. The Forms Grid will be updated to show the record in Completed status.

DIVERSITY TAB/SCREEN



Diversity Tab/Screen

The Diversity tab (see Figure above) contains two fields, which are described as follows:

- **Ethnicity and Race Indicator**. Either a person with the EEO role or the selectee completing the SF181 in EODS populates the appropriate fields. WTTS is updated with the selectee's information when the SF 181 is submitted to FPPS. One, or any combination, of the race/ethnicity identifiers can be selected.

  This form is optional; the selectee can submit the form blank. Note: the HR Representative can submit this form to FPPS blank.

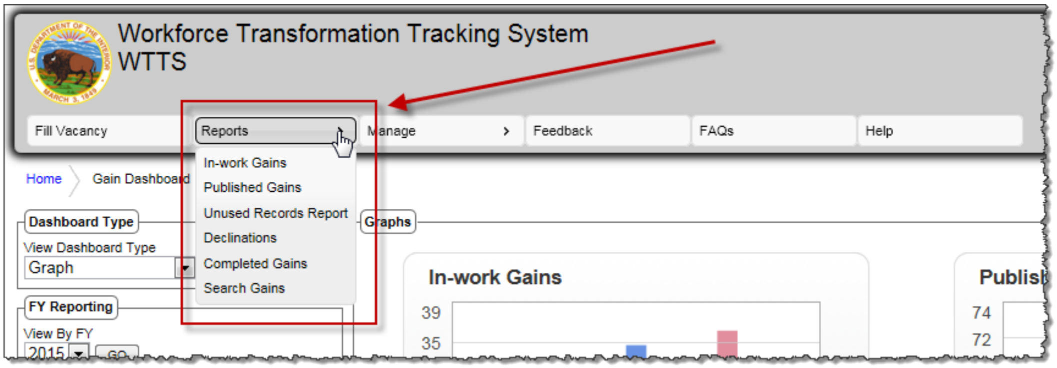
- **Disability**. Either a person with the EEO role or the selectee completing the SF256 in EODS may populate the appropriate field. WTTS is updated with the selectee's information when the SF 256 is submitted to FPPS.

  This form is optional; the selectee can submit the form blank. Note: the HR Representative can submit this form to FPPS blank.

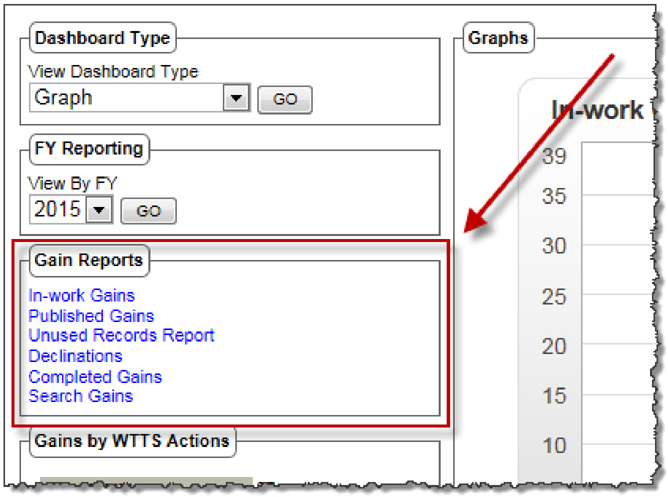
GAIN REPORTS

There are five Gain reports: In-work Gains, Published Gains, Unused Records Report, Declinations, Completed Gains, Declinations, and a Search Gains tool. Reports can be accessed in more than one way. On the Gains Dashboard, click on one of the SOS Gain Reports on the left side of the screen (see figure below). Or from within one of the reports, navigate to another report by hovering over the word "Reports" in the WTTS Menu Bar to display a dropdown menu with a list of available reports (see figure below) or, select a report from the Gain Reports content frame on the Home Page (see Figure below). These reports will reflect the combined queues of the user, if applicable. The Bureau or sub bureau is now in the login information so the HR user knows which bureau they are logged into WTTS as.

Reports Menu from the Home Page Gains Module



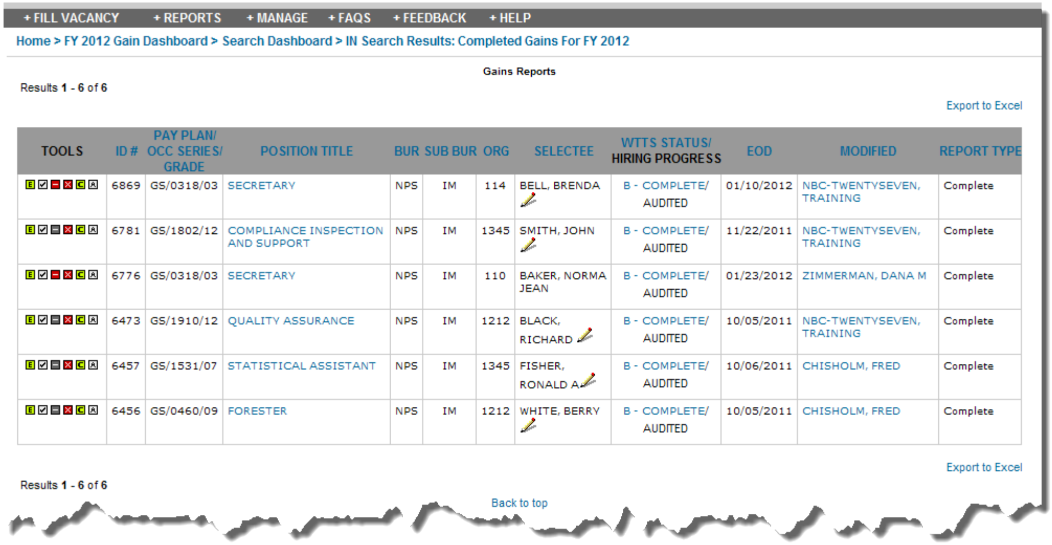
Reports on the Menu Bar



Gain Reports from the Dashboard

EXPORT TO MS EXCEL

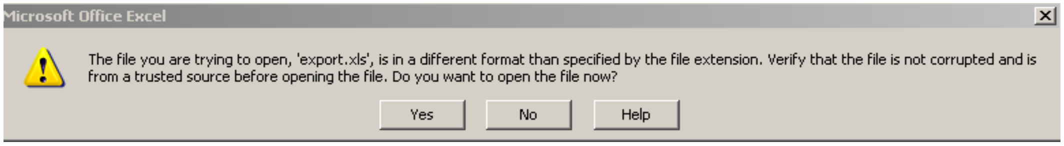
All reports (In Work Gains, Published Gains, Completed Gains, Declinations, Search, and all Special Program reports) have a link to "Export to Excel" at the top and bottom of each page (see Figure below). If you are exporting a report that has more than one page of data, all the records are exported to the report



TOOLS	ID #	PAY PLAN/ OCC SERIES/ GRADE	POSITION TITLE	BUR	SUB BUR	ORG	SELECTEE	WTTS STATUS/ HIRING PROGRESS	EOD	MODIFIED	REPORT TYPE
E C A	6869	GS/0318/03	SECRETARY	NPS	IM	114	BELL, BRENDA	B - COMPLETE/ AUDITED	01/10/2012	NBC-TWENTYSEVEN, TRAINING	Complete
E C A	6781	GS/1802/12	COMPLIANCE INSPECTION AND SUPPORT	NPS	IM	1345	SMITH, JOHN	B - COMPLETE/ AUDITED	11/22/2011	NBC-TWENTYSEVEN, TRAINING	Complete
E C A	6776	GS/0318/03	SECRETARY	NPS	IM	110	BAKER, NORMA JEAN	B - COMPLETE/ AUDITED	01/23/2012	ZIMMERMAN, DANA M	Complete
E C A	6473	GS/1910/12	QUALITY ASSURANCE	NPS	IM	1212	BLACK, RICHARD	B - COMPLETE/ AUDITED	10/05/2011	NBC-TWENTYSEVEN, TRAINING	Complete
E C A	6457	GS/1531/07	STATISTICAL ASSISTANT	NPS	IM	1345	FISHER, RONALD A	B - COMPLETE/ AUDITED	10/06/2011	CHISHOLM, FRED	Complete
E C A	6456	GS/0460/09	FORESTER	NPS	IM	1212	WHITE, BERRY	B - COMPLETE/ AUDITED	10/05/2011	CHISHOLM, FRED	Complete

Export to Excel

When you click the link to 'export' your report; or, if you have saved the report and you are opening it, you may or may not see the following pop-up (controlled by group security policies) and a small pop-up window in the background (see Figure below).



Export to Excel (cont'd)

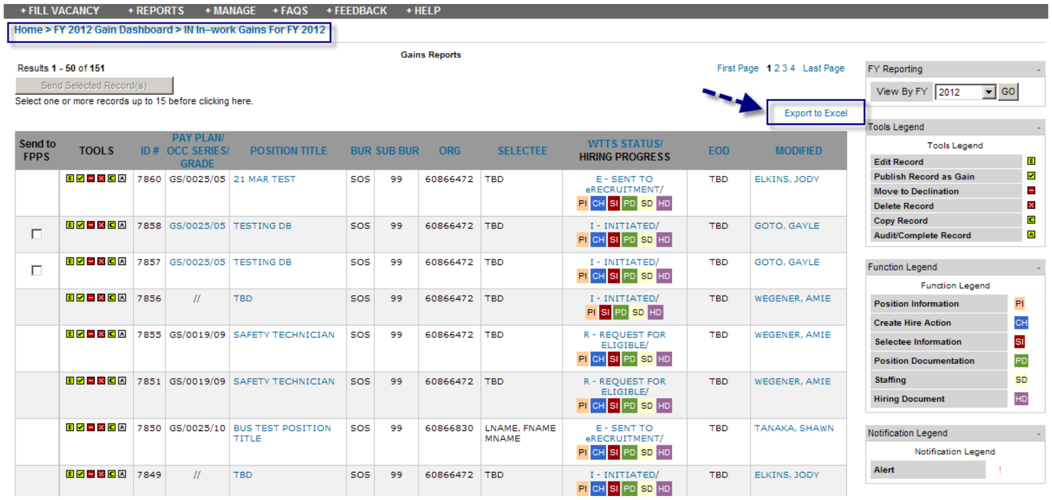
- Click "YES" to continue

- If you click "NO", the process will stop and you will need to close the pop-up window manually.

  You will need to adjust some column widths to see all cell data.

In-work Gains Report

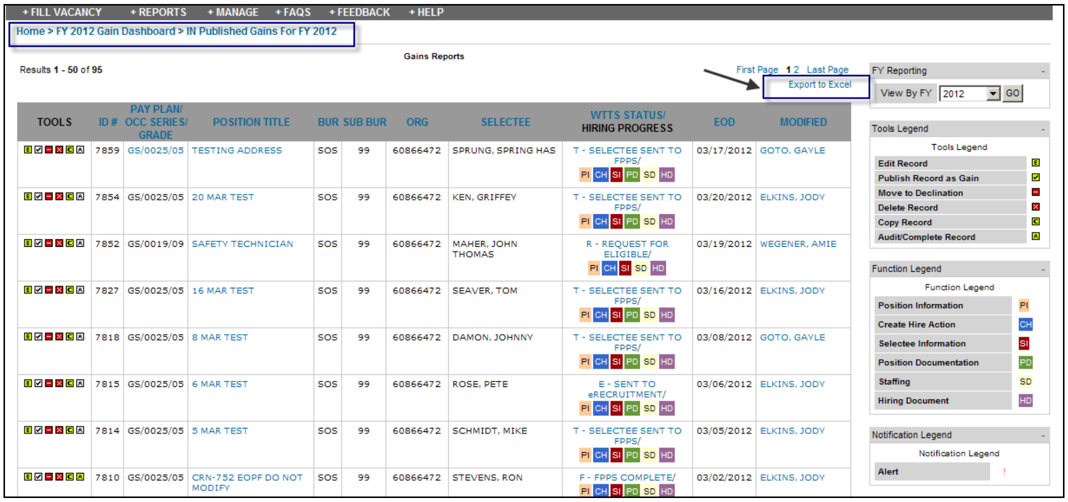
The In-work Gains report (see Figure below) displays a list of ongoing hiring actions. This report provides a summary of actions that are in process. When a record is in the "in-work" status, this means a selection has not been made or a selectee has not been provided access to complete forms in the EODS. The In-Works Gains Report is available for export to MS Excel.



In-work Gains Report

PUBLISHED GAINS REPORT

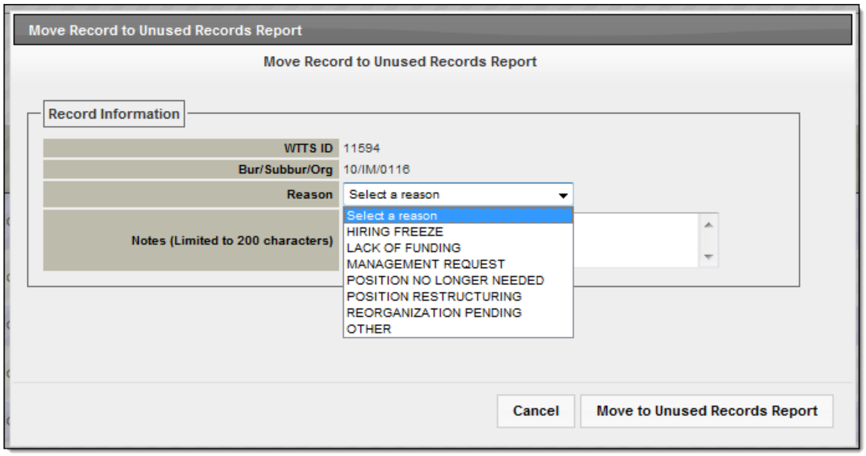
The Published Gains report (see Figure below) provides a list of all hiring actions that have been officially "published." Records are not published until a selection has been made. As previously mentioned, publishing does two things. First, it generates emails to the selectee so they can begin completing employment forms and documentation. Second, it populates information in the Special Program reports. The Published Gains Report is available for export to MS Excel.



Published Gains Report

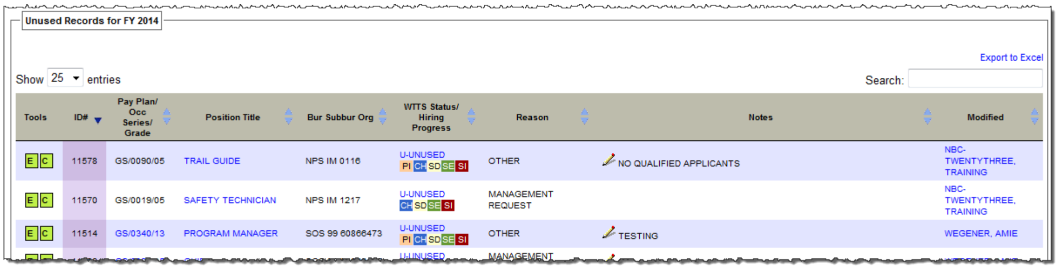
UNUSED RECORDS REPORT

If a WTTS Record is no longer needed, it can be marked as "Unused" from within the In-Work Gains Report. After clicking the Unused icon associated with a record, a pop-up screen will allow the user to enter a reason the record is unused and enter a note up to 200 characters. From the pop-up, click the "Move to Unused Records Report" button when you are ready to mark the record "Unused" and move it to the Unused Records report.



"Move to Unused Records Report" popup

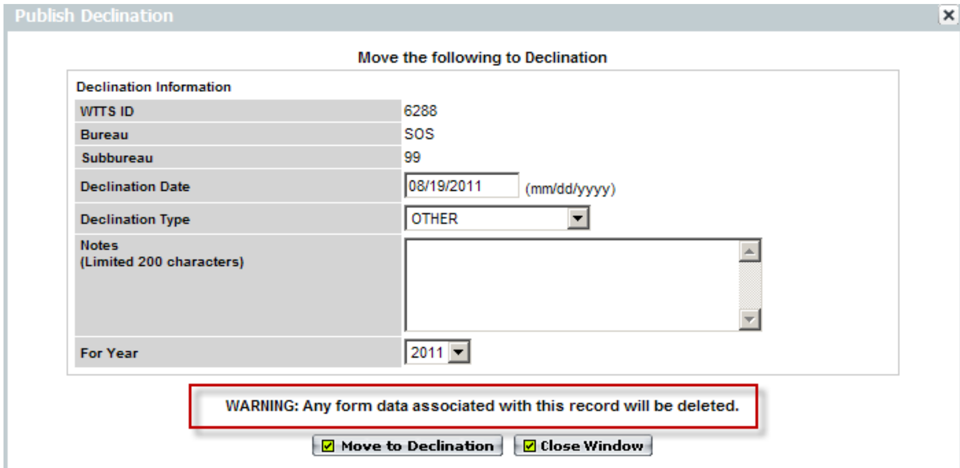
The Unused Records report (see Figure below) displays those records that have been marked "Unused". The Unused Records Report is available for export to MS Excel.

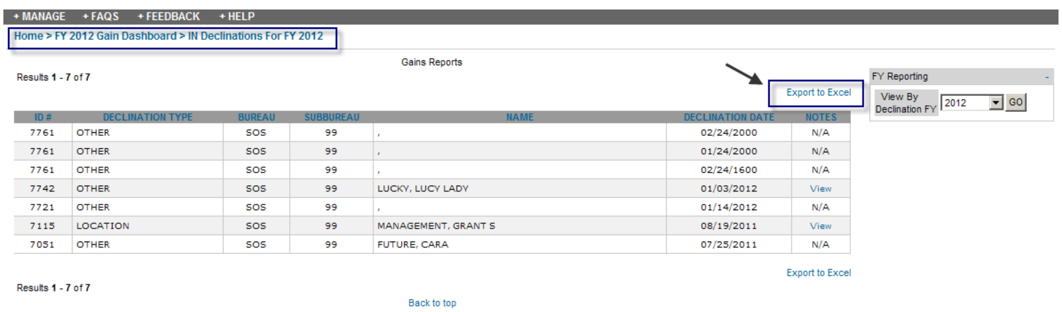


Unused Records Report

DECLINATIONS REPORT

The declinations report (see Figure below) displays those records that indicate the selectee has declined a position (status 'D'). Once the HR Representative has performed the declination function, the selectee's information is cleared from the hires record which allows the HR Representative to make another selection in the eRecruitment system to populate the WTTS record. WTTS will delete all forms data associated with the record that is either deleted or declined. A statement has been added to the Declination pop-up to alert the user that any form data associated with the record will be deleted (see Figure below). The Declinations Report is available for export to MS Excel.

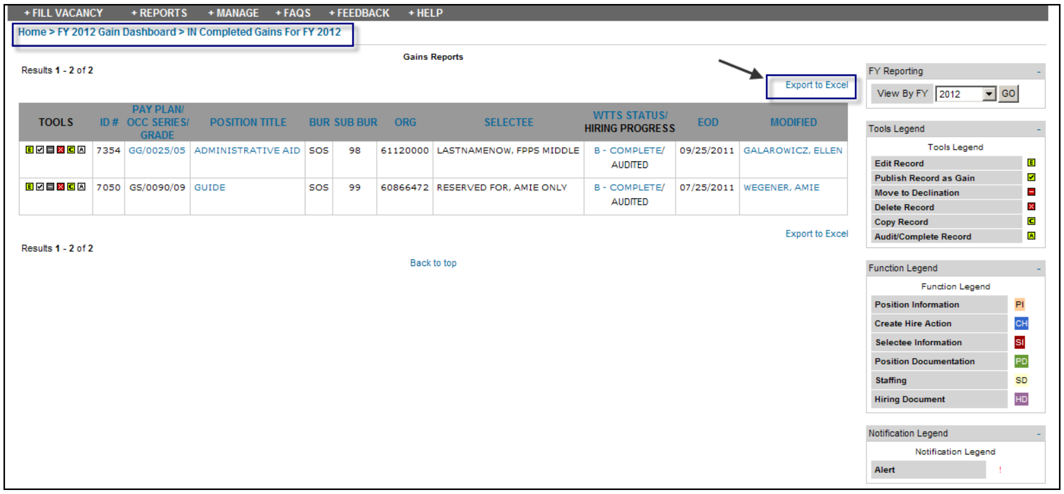




Declinations Report

COMPLETED GAINS REPORT

The Completed Gains report (see Figure below) shows all records where an HR Representative has completed the record in FPPS (RLUP'd in FPPS) and then "Audited" the record in WTTS. When the record is audited, the status changes from "F" to "B". A record cannot appear on the Completed report unless it has also been published. The edit icons function like those on the Published report. The Completed Gains Report is available for export to MS Excel.



Completed Gains Report

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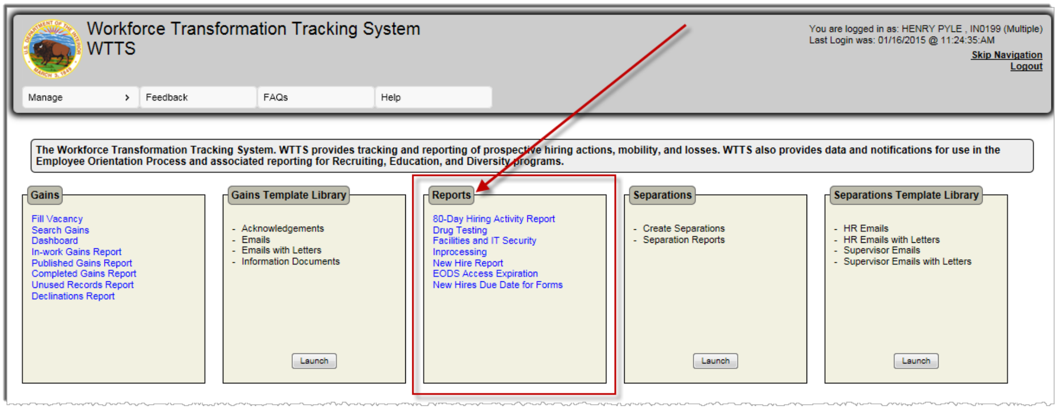
Chapter 3: Reports Module

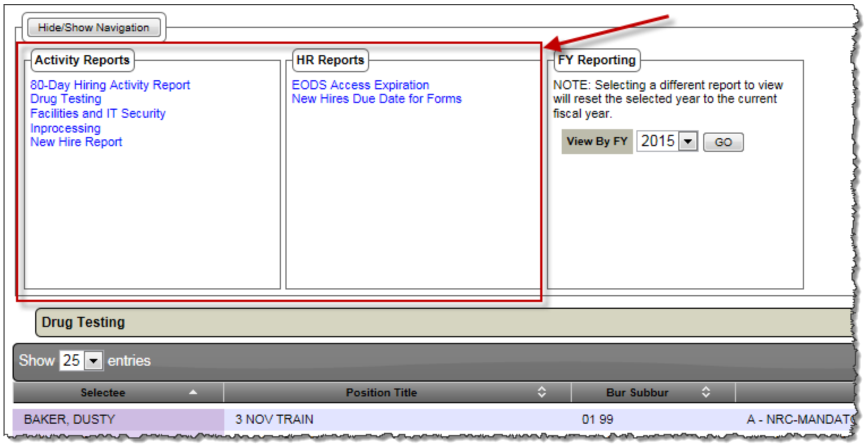
OVERVIEW

The Reports Module contains the following reports: Five Activity Reports, which include the 80-Day Hiring Report, Drug Testing, Facilities and IT Security, In-processing, and the New Hire Report, and two HR Reports (see Figure below). HR Reports include the EODS Access Expiration and New Hires Due Date for Forms reports. Descriptions of each report are provided in this section. The Drug Testing, New Hire Report, Facilities and IT Security, and In-processing reports are limited by fiscal year. All of the aforementioned reports are available for users to export to MS Excel.



Reports Module on the Home Page

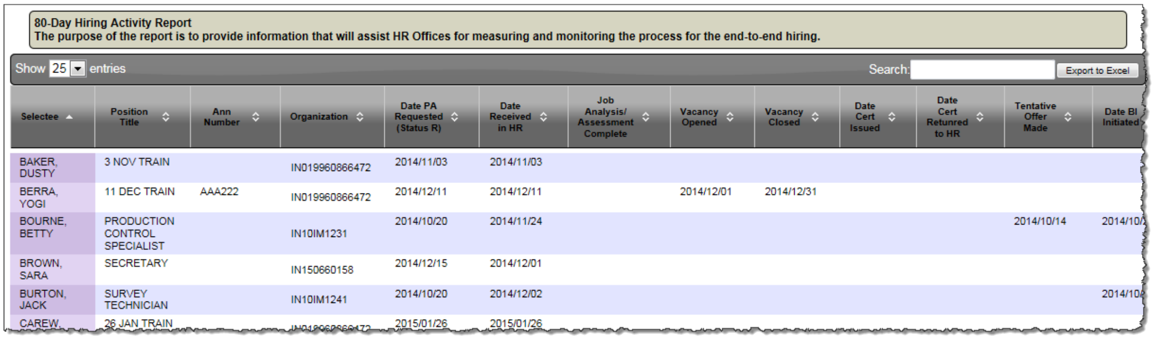
The Reports can be accessed from the Home Page Reports Module or from the top of the page from any of the individual reports.



Activity Reports

80-Day Hiring Activity Report

The 80-day Hiring Activity report is a tool to assist HR Offices measuring and monitoring the process of end-to-end hiring (see Figure below).



80-Day Hiring Activity Report
The purpose of the report is to provide information that will assist HR Offices for measuring and monitoring the process for the end-to-end hiring.

Show 25 entries Search: Export to Excel

Selectee	Position Title	Ann Number	Organization	Date PA Requested (Status R)	Date Received in HR	Job Analysis/ Assessment Complete	Vacancy Opened	Vacancy Closed	Date Cert Issued	Date Cert Returned to HR	Tentative Offer Made	Date BI Initiated
BAKER, DUSTY	3 NOV TRAIN		IN019960866472	2014/11/03	2014/11/03							
BERRA, YOGI	11 DEC TRAIN	AAA222	IN019960866472	2014/12/11	2014/12/11		2014/12/01	2014/12/31				
BOURNE, BETTY	PRODUCTION CONTROL SPECIALIST		IN10IM1231	2014/10/20	2014/11/24						2014/10/14	2014/10/
BROWN, SARA	SECRETARY		IN150660158	2014/12/15	2014/12/01							
BURTON, JACK	SURVEY TECHNICIAN		IN10IM1241	2014/10/20	2014/12/02							2014/10/
CAREW,	26 JAN TRAIN		[illegible]	2015/01/26	2015/01/26							

80-day Hiring Activity Report

The determining factor for what displays on this report is the "Include for 80-day Hire Reporting" field on the Staffing screen in WTTS. If the "Yes" radio button is selected, information from WTTS will be used to populate the report. If the "No" radio button was selected, the HR Specialist had to give a reason for not including it on the report. Also note, a record must be Published before the data will appear on the report.

Access to the 80-day Hiring Activity report is granted by the WTTS Security Administrator.

The 80-day hire report calculates two counts. First, the elapsed number of days between when the RFE was sent to FPPS (status = "R") and the Projected Entry on Duty Date is calculated. Also, the system calculates the number of days between when the RFE was sent to FPPS (status = "R") and the Official Offer Accepted Date (see Figure below).

View By FY 2010 GO

80-Day Hiring Activity Report

The purpose of the report is to provide information that will assist HR Offices for measuring and monitoring the process for the end-to-end hiring.

Results **1** - **8** of **8**

SELECTEE	ANN NUMBER	ORG CODE	POSITION TITLE	DATE PA REQUESTED (STATUS R)	DATE RECEIVED IN HR	JOB ANALYSIS/ ASSESSMENT COMPLETE	VACANCY OPENED	VACANCY CLOSED	DATE CERTIFICATION ISSUED	DATE CERT RETURNED TO HR	TENTATIVE OFFER MADE	DATE BI INITIATED	OFFICIAL OFFER ACCEPTED	TOTAL DAYS UNTIL OFFICIAL OFFER ACCEPTED	EOD DATE	TOTAL NUMBER OF DAYS TO EOD
MULLINS, RICH		60866472	SAFETY TECHNICIAN	10/07/2010	10/07/2010	10/07/2010							10/15/2010	8	11/15/2010	39
CLIPPER, ALBERTA		60866472	6 OCT TRAIN	10/06/2010	10/03/2010				10/06/2010	10/06/2010			10/11/2010	5	11/21/2010	46
WATERS, CRYSTAL		60866474	8 OCT TRAIN	10/08/2010	10/03/2010				10/08/2010	10/08/2010			10/11/2010	3	11/22/2010	45
VALLIE, BRANDON		60866474	ACCOUNTANT	10/16/2010	09/20/2010								10/17/2010	1	12/19/2010	64

Results **1** - **8** of **8**

Back to top

Elapsed Days Computation Example

IN-PROCESSING REPORT

HR Representatives use the In-processing report (see Figure below) to monitor the summary-level status of selectee employment documentation/forms. The report provides a status whether a form is "In-work" or "Submitted" by the selectee. It also shows whether the report has been "Approved", Sent to FPPS, or Completed by HR.

Inprocessing

Show 25 entries Search: Export to Excel

	WTTS ID	Selectee	Organization	Information	In-Work	Submitted	Approved	Sent to FPPS	Sent to eOPF	Completed
Process	12367	! BAKER, DUSTY	IN019960866472	6	67	0	0	0	0	0
Process	12625	! CAREW, ROD	IN019960866472	6	66	0	0	0	0	2
Process	12420	! CHURCH, ERIC	IN019960866472	0	0	0	1	0	0	1
Process	12449	! COBB, TY	IN019960866472	6	63	3	1	0	0	0
Process	12372	! DAE, VOTIIN	IN019960866470	0	1	0	0	0	0	1

The In-Processing Report

As a way to track whether or not the selectee has begun working in EODS, the name appears in black or blue text. If the selectee's name is black, they have not logged into EODS and submitted any forms. Once a form is submitted, the name becomes a blue hyperlink. Click the name to see detailed forms information for that selectee.

For more information about processing forms, see the Processing Forms section at the end of this chapter.

DRUG TESTING REPORT

This report (see Figure below) can be used to track drug testing requirements for new hires.

Drug Testing

Show 25 entries Search: Export to Excel

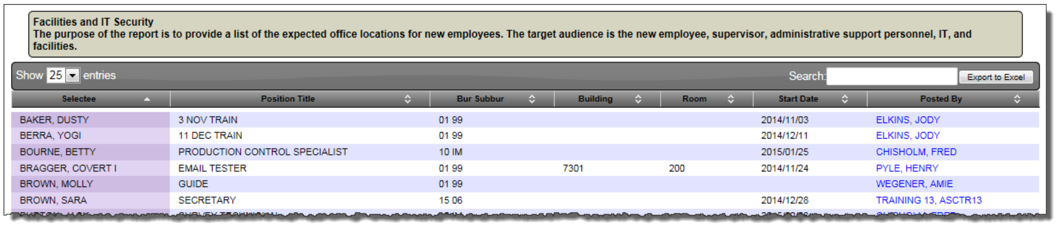
Selectee	Position Title	Bur Subbur	Reason	Posted By
BAKER, DUSTY	3 NOV TRAIN	01 99	A - NRC-MANDATORY	ELKINS, JODY
BERRA, YOGI	11 DEC TRAIN	01 99	A - NRC-MANDATORY	ELKINS, JODY
BOURNE, BETTY	PRODUCTION CONTROL SPECIALIST	10 IM	N - NOT SUBJECT TO DRUG TESTING	CHISHOLM, FRED
BRAGGER, COVERT I	EMAIL TESTER	01 99	N - NOT SUBJECT TO DRUG TESTING	PYLE, HENRY
BROWN, MOLLY	GUIDE	01 99	D - MEDICAL CERTIFICATION REQUIRED	WEGENER, AMIE
BROWN, SARA	SECRETARY	15 06	N - NOT SUBJECT TO DRUG TESTING	TRAINING 13, ASCTR13
BURTON, JACK	SURVEY TECHNICIAN	10 IM	N - NOT SUBJECT TO DRUG TESTING	CHISHOLM, FRED

Drug Testing Report

Access the Drug Testing report by left-clicking on the report hyperlink in on the WTTS Home Page Reports Module.

FACILITIES AND IT SECURITY REPORT

The purpose of this report (see Figure below) is to provide Facilities and IT Security with advance notice of a new hire's arrival date and physical location for the new hire's work location. Providing this advance notification can expedite the process for granting new hires access to computers and other work equipment.



Facilities and IT Security
The purpose of the report is to provide a list of the expected office locations for new employees. The target audience is the new employee, supervisor, administrative support personnel, IT, and facilities.

Show 25 entries   Search: Export to Excel

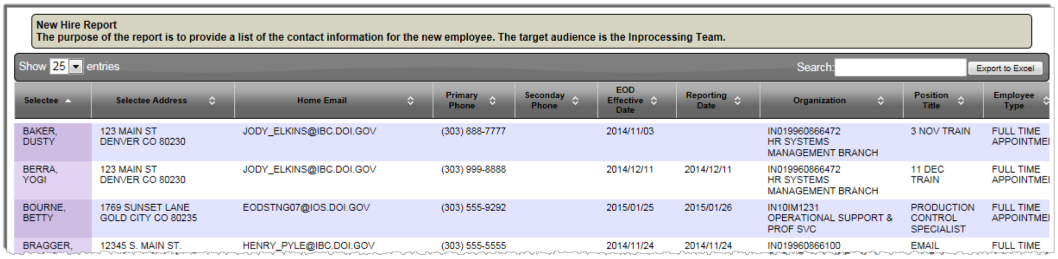
Selectee	Position Title	Bur Subbur	Building	Room	Start Date	Posted By
BAKER, DUSTY	3 NOV TRAIN	01 99			2014/11/03	ELKINS, JODY
BERRA, YOGI	11 DEC TRAIN	01 99			2014/12/11	ELKINS, JODY
BOURNE, BETTY	PRODUCTION CONTROL SPECIALIST	10 IM			2015/01/25	CHISHOLM, FRED
BRAGGER, COVERT I	EMAIL TESTER	01 99	7301	200	2014/11/24	PYLE, HENRY
BROWN, MOLLY	GUIDE	01 99				WEGENER, AMIE
BROWN, SARA	SECRETARY	15 06			2014/12/28	TRAINING 13, ASCTR13

Facilities and IT Security Report

Access the Facilities and IT Security Report by left-clicking on the report hyperlink in on the WTTS Home Page Reports Module.

NEW HIRE REPORT

The purpose of this report (see Figure below) is to provide the appropriate personnel the new employee's contact and organization information.



New Hire Report
The purpose of the report is to provide a list of the contact information for the new employee. The target audience is the Inprocessing Team.

Show 25 entries   Search: Export to Excel

Selectee	Selectee Address	Home Email	Primary Phone	Seconday Phone	EOD Effective Date	Reporting Date	Organization	Position Title	Employee Type
BAKER, DUSTY	123 MAIN ST DENVER CO 80230	JODY_ELKINS@IBC.DOI.GOV	(303) 888-7777		2014/11/03		IN019960866472 HR SYSTEMS MANAGEMENT BRANCH	3 NOV TRAIN	FULL TIME APPOINTMEI
BERRA, YOGI	123 MAIN ST DENVER CO 80230	JODY_ELKINS@IBC.DOI.GOV	(303) 999-8888		2014/12/11	2014/12/11	IN019960866472 HR SYSTEMS MANAGEMENT BRANCH	11 DEC TRAIN	FULL TIME APPOINTMEI
BOURNE, BETTY	1769 SUNSET LANE GOLD CITY CO 80235	EODSTNG07@IOS.DOI.GOV	(303) 555-9292		2015/01/25	2015/01/26	IN10IM1231 OPERATIONAL SUPPORT & PROF SVC	PRODUCTION CONTROL SPECIALIST	FULL TIME APPOINTMEI
BRAGGER,	12345 S. MAIN ST.	HENRY_PYLE@IBC.DOI.GOV	(303) 555-5555		2014/11/24	2014/11/24	IN019960866100	EMAIL	FULL TIME

New Hire Report

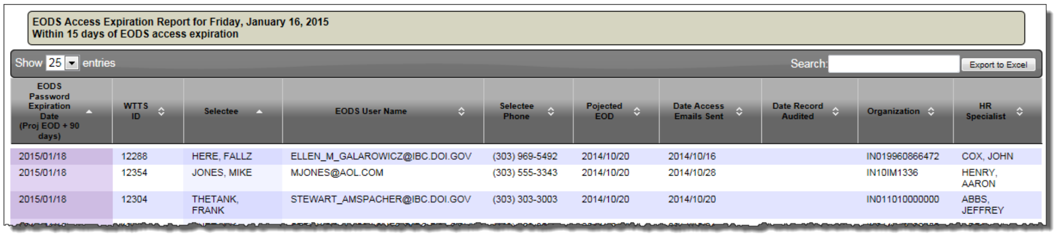
Access the New Hire Report by left-clicking on the report hyperlink in on the WTTS Home Page Reports Module.

HR Reports

The HR reports are designed to provide an HR Representative information as it relates to EODS. Both reports are accessed from the Report menu (see Figure below). The two HR Reports are "EODS Access Expiration Report" and "New Hires Due Date for Forms Report".

EODS Access Expiration Report

This report, along with the New Hires Due Date for Forms report (see below) is designed to provide an HR Representative information as it relates to EODS. The EODS Access Expiration Report provides a comprehensive list of all new hires whose access to EODS will expire within 15 days. The EODS expiration is computed using selectee's EOD plus 90 days (see column 1).



EODS Access Expiration Report for Friday, January 16, 2015
Within 15 days of EODS access expiration

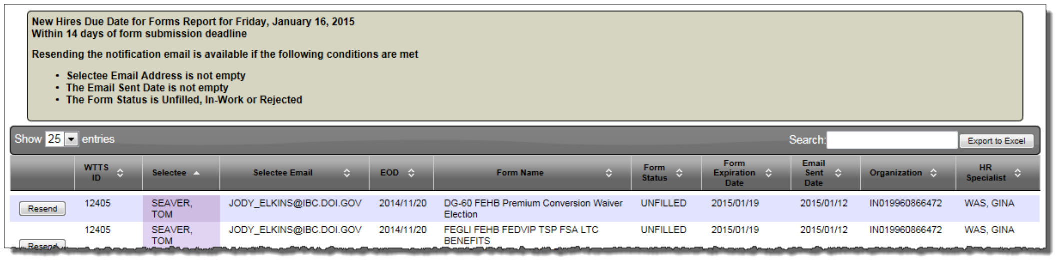
Show 25 entries   Search: Export to Excel

EODS Password Expiration Date (Proj EOD + 90 days)	WTTS ID	Selectee	EODS User Name	Selectee Phone	Pojected EOD	Date Access Emails Sent	Date Record Audited	Organization	HR Specialist
2015/01/18	12288	HERE, FALLZ	ELLEN_M_GALAROWICZ@IBC.DOI.GOV	(303) 969-5492	2014/10/20	2014/10/16		IN019960866472	COX, JOHN
2015/01/18	12354	JONES, MIKE	MJONES@AOL.COM	(303) 555-3343	2014/10/20	2014/10/28		IN10IM1336	HENRY, AARON
2015/01/18	12304	THETANK, FRANK	STEWART_AMSPACHER@IBC.DOI.GOV	(303) 303-3003	2014/10/20	2014/10/20		IN011010000000	ABBS, JEFFREY

EODS Access Expiration Report

New Hires Due Date for Forms Report

This report (see Figure below) provides the HR Representative a comprehensive view of selectees forms that are date-sensitive and when the form is due (Form Exp Date).



New Hires Due Date for Forms Report for Friday, January 16, 2015
Within 14 days of form submission deadline

Resending the notification email is available if the following conditions are met

- **Selectee Email Address is not empty**
- **The Email Sent Date is not empty**
- **The Form Status is Unfilled, In-Work or Rejected**

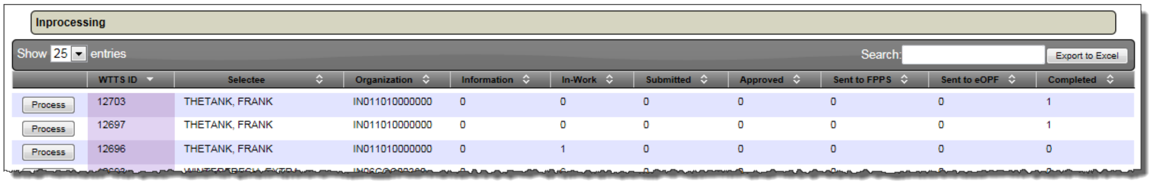
Show 25 entries   Search: Export to Excel

	WTTS ID	Selectee	Selectee Email	EOD	Form Name	Form Status	Form Expiration Date	Email Sent Date	Organization	HR Specialist
Resend	12405	SEAVER, TOM	JODY_ELKINS@IBC.DOI.GOV	2014/11/20	DG-60 FEHB Premium Conversion Waiver Election	UNFILLED	2015/01/19	2015/01/12	IN019960866472	WAS, GINA
Resend	12405	SEAVER, TOM	JODY_ELKINS@IBC.DOI.GOV	2014/11/20	FEGLI FEHB FEDVIP TSP FSA LTC BENEFITS	UNFILLED	2015/01/19	2015/01/12	IN019960866472	WAS, GINA

New Hires Due Date for Forms Report

Processing Forms

The HR Representative can approve, reject, unapprove, or mark complete a selectee's forms from the In-processing report (just like they can from the Hiring Doc screen).

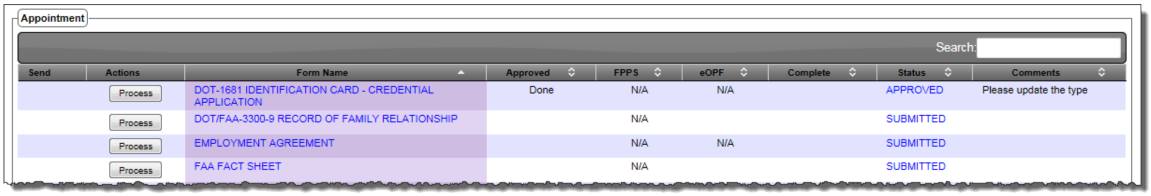


In-processing Report

In order to take advantage of the real-time integration between WTTS and FPPS, multiple forms are categorized as "send to FPPS". Once sent, these forms update the FPPS database thereby eliminating the need for HR Representatives to manually input data.

Follow the procedures below to approve, reject, complete, or unapprove a form, as well as send a form to FPPS.

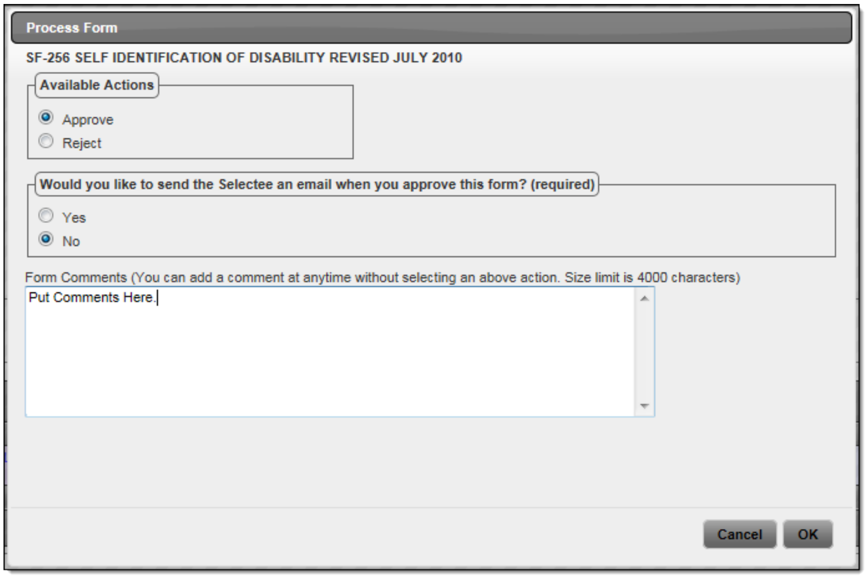
- The In-processing report provides a summary level of all selectee forms. Click on the "Process" button next to the WTTS ID to display the forms processing grid for the record selected.



Forms Processing Grid

Approve a Form (after appropriate reviews have been performed).

- Click the "Process" button next to the form being processed. A pop-up window opens and the available actions are displayed with radio buttons (see Figure below).

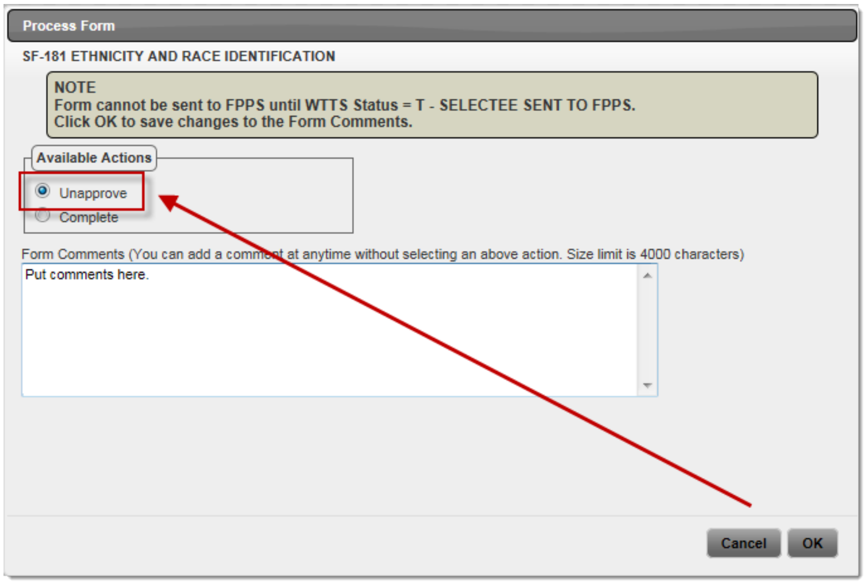


Form Processing Pop-up

- Click the Approve radio button. Click the "Yes" or "No" radio button to determine if the selectee will be notified by email, and enter any form comments in the "Form Comments" field. If the form is ready to be approved, click the "OK" button. The form's status is immediately updated to "Approved".

UNAPPROVE A FORM

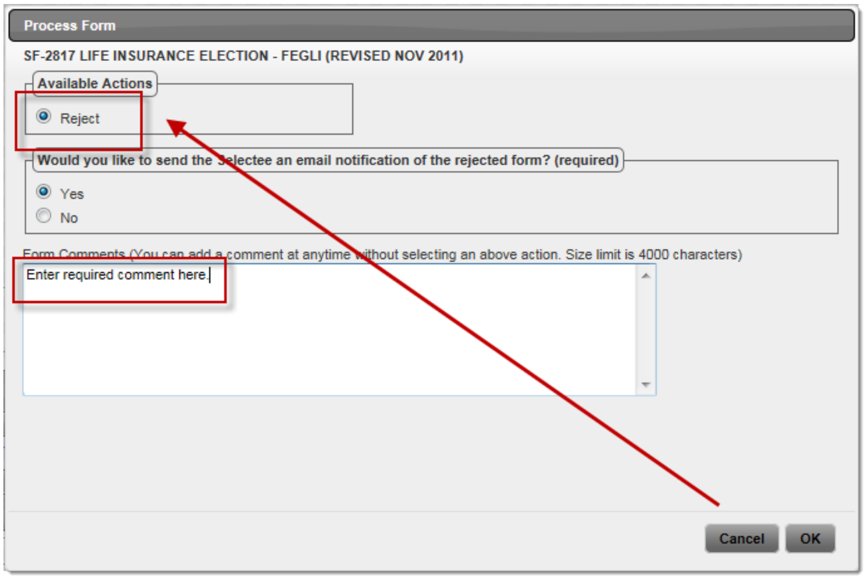
➢ An HR specialist can "unapprove" a form if it has not been sent to another system or example FPPS (see Figure below). Click the "Process" button and choose the "Unapprove" radio button in the forms processing pop-up. Enter any desired comments and left-click the "OK" button. The form's status is updated to "Unapproved". The HR's electronic signature and date, if applicable, are removed.



Unapprove a Form

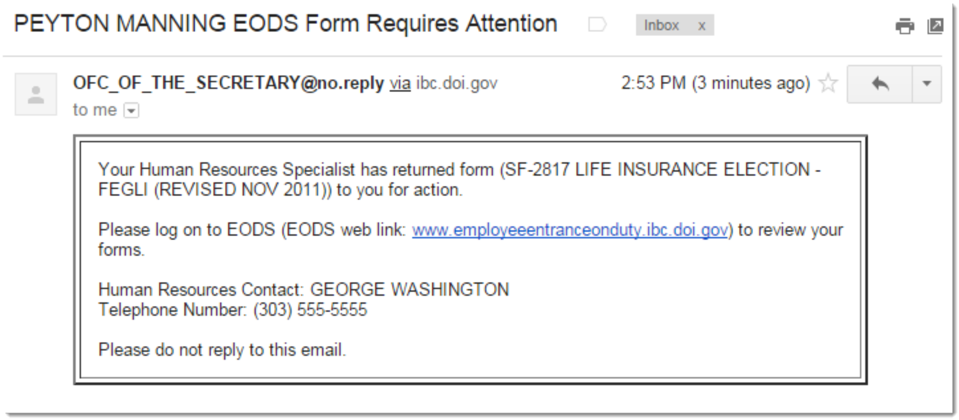
REJECT A FORM

- To return a form to the selectee, reject the form. When the "Reject" radio button is selected, the window slides down and a question is displayed as to whether or not the HR specialist would like to send an email notification to the selectee (see Figure below). If the "Yes" radio button is selected, an email is sent to the selectee. If the "No" radio button is selected, no email is generated. Note: You must add a comment when a form is rejected.



Reject a Form

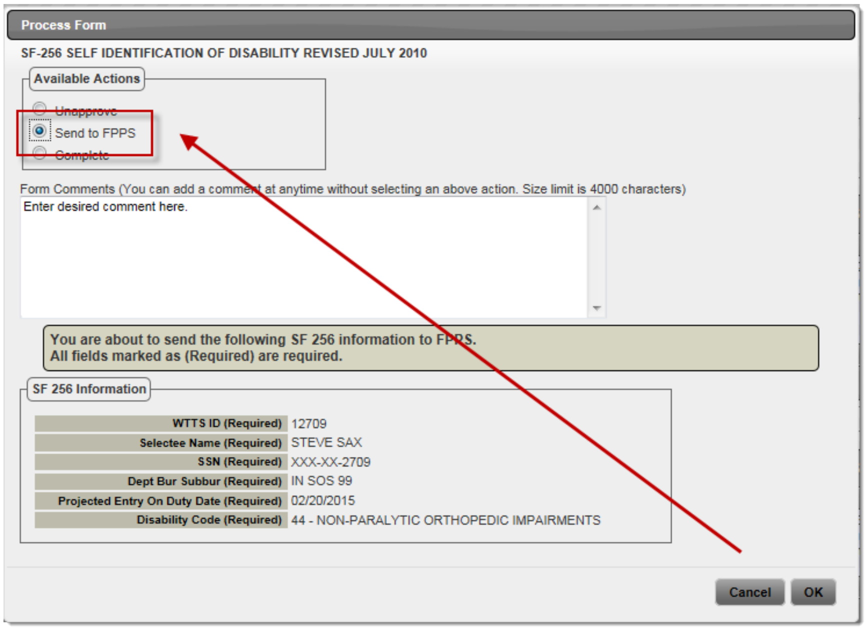
➢ Sample of email that is sent to the selectee when a form is rejected (see Figure below).



Sample Reject Email

SEND FORM TO FPPS

➢ Once a form is approved, it can be sent to FPPS. When the Send to FPPS radio button is selected in the Process Form pop-up window, the window slides down to display the information that will be transmitted to FPPS (see Figure below).



Send to FPPS

➢ If the form is ready to be sent to FPPS, click the "OK" button. Once successfully sent, the forms grid will be updated to indicate that the form was sent to FPPS.

➤ When there are multiple approved forms that are ready to send to FPPS, select the checkbox beside the forms in the "Send" column for each form (see Figure below). The 'Send Selected Form(s)' button is enabled and when clicked, the forms are sent to the next logical step (i.e. FPPS, eOPF).

Send multiple forms

Completing a Form

➤ When a form is "Complete", it requires no more action or was sent to its final destination (i.e., FPPS, eOPF, etc.).

Skipping a Step

➤ If necessary, a step in the processing path can be skipped. For example, if FPPS already had the selectee's banking information, the SF-1199A would not submit to FPPS. Instead of clicking the Send to FPPS button, the HR specialist would click the "Complete" button. The Forms Grid will be updated to show the record in Completed status.

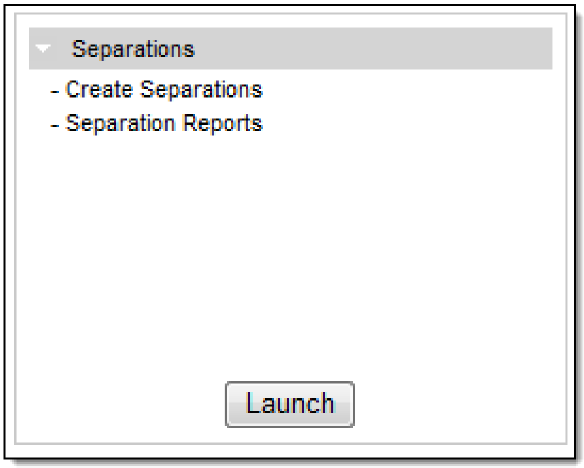
Chapter 4: Separations Module

OVERVIEW

The Separations module allows the user to: 1) create and edit separations and 2) run reports on both In-work and Completed separations.

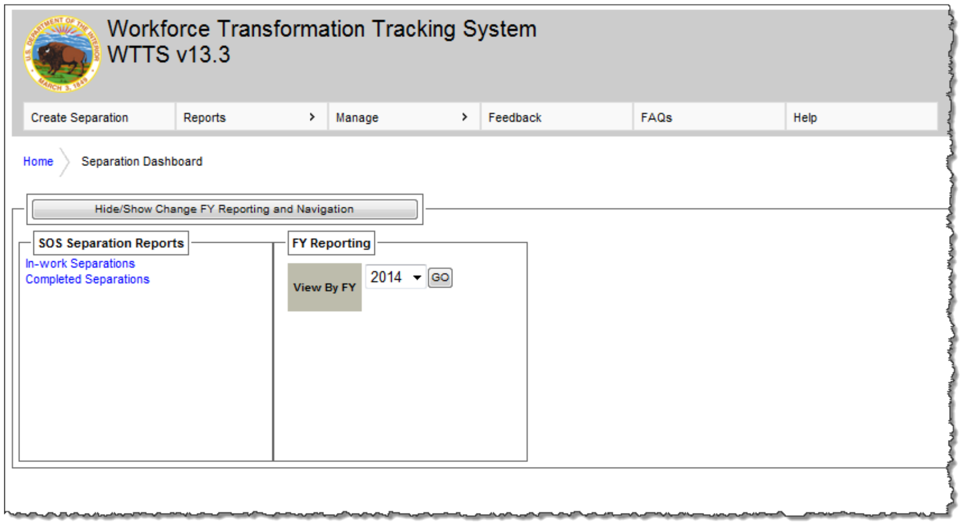
A Supervisor or HR Specialist can access and create a Separation transaction. From the WTTS Home Page, clicking the "Launch" button on the Separations Module directs the user to the Separations Dashboard.

Note: There is no cross-servicing in Separations. You must be signed in with the Bureau related to the separations employee.



Separations Module from WTTS Home Page

THE SEPARATIONS DASHBOARD

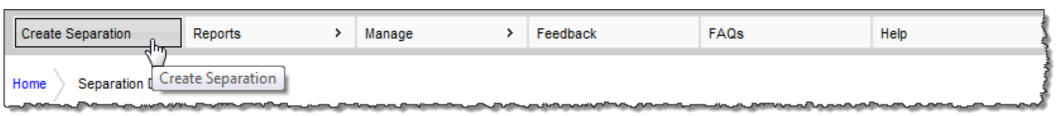


Separations Dashboard

CREATE A SEPARATION

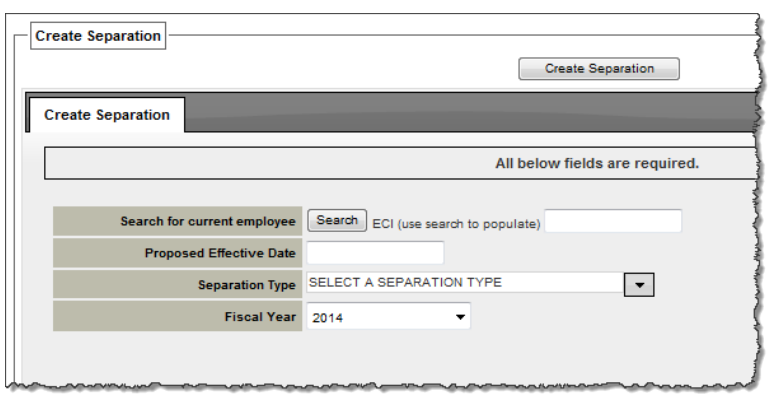
Steps:

➢ Click "Create Separation" on the Separation Menu Bar.



Separations Menu Bar

- A search window displays to locate the separating employee. Enter the ECI or Last Name, First Name, and Last 4 of SSN (all 3 fields are required).

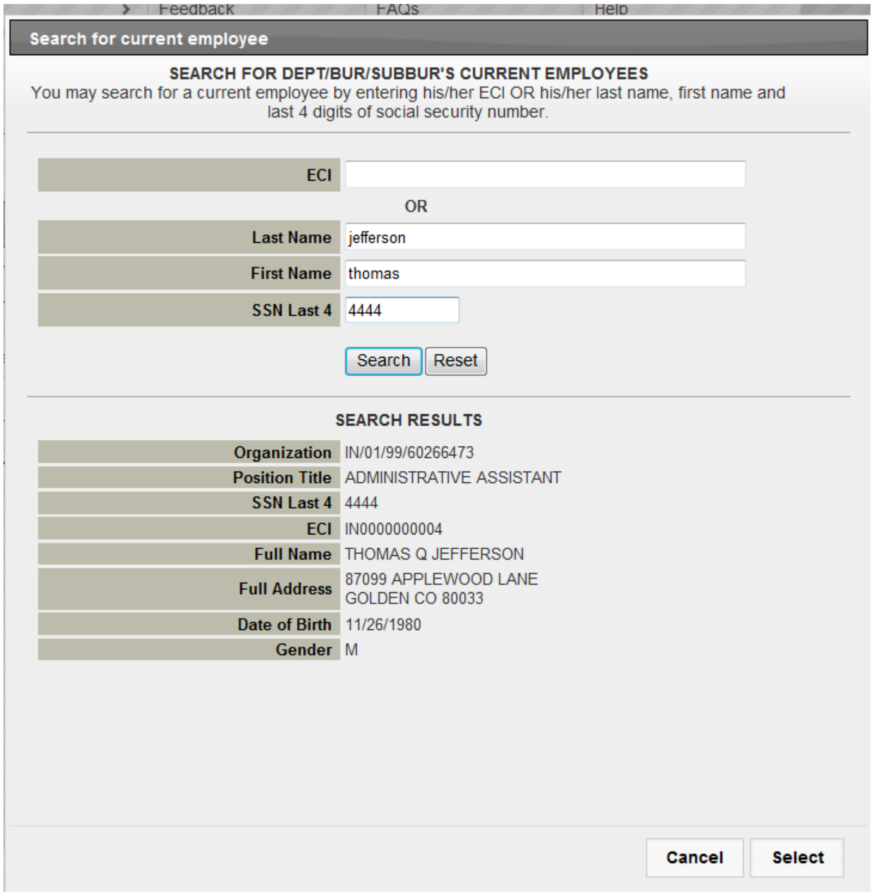


Create Separations Screen

- Click “Search”.

  If a match for the search criteria is found, it displays in the Search Results section of the window. If the search results are correct (for the person to separate), click the “Select” button. If they are not correct, click the “Cancel” button.

  If there is no match for the search criteria, “No records found” displays in the Search Results window. Click the “Reset”



Create Separation Search Results

➢ Click the Select button to populate the Create Separations screen.

- Enter the Proposed Effective Date (key enter mm/dd/yyyy or use the calendar and select the date.

- Use the drop-down arrow to select a Separation Type.

- Accept the default fiscal year (FY), or use the drop-down to select a different FY.

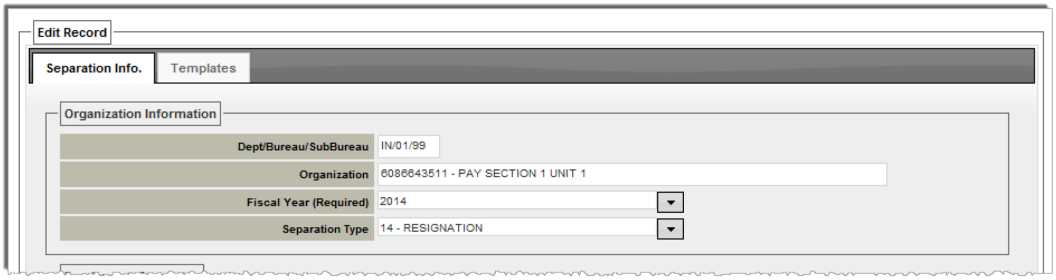
➢ Click the “Create Separations” button and a confirmation window displays with the Separation I.D. Click the “OK” button to navigate to the Separation Info Tab.

Create Separations Confirmation Screen

Fields on Separations Info Tab are populated from the Employee Table.

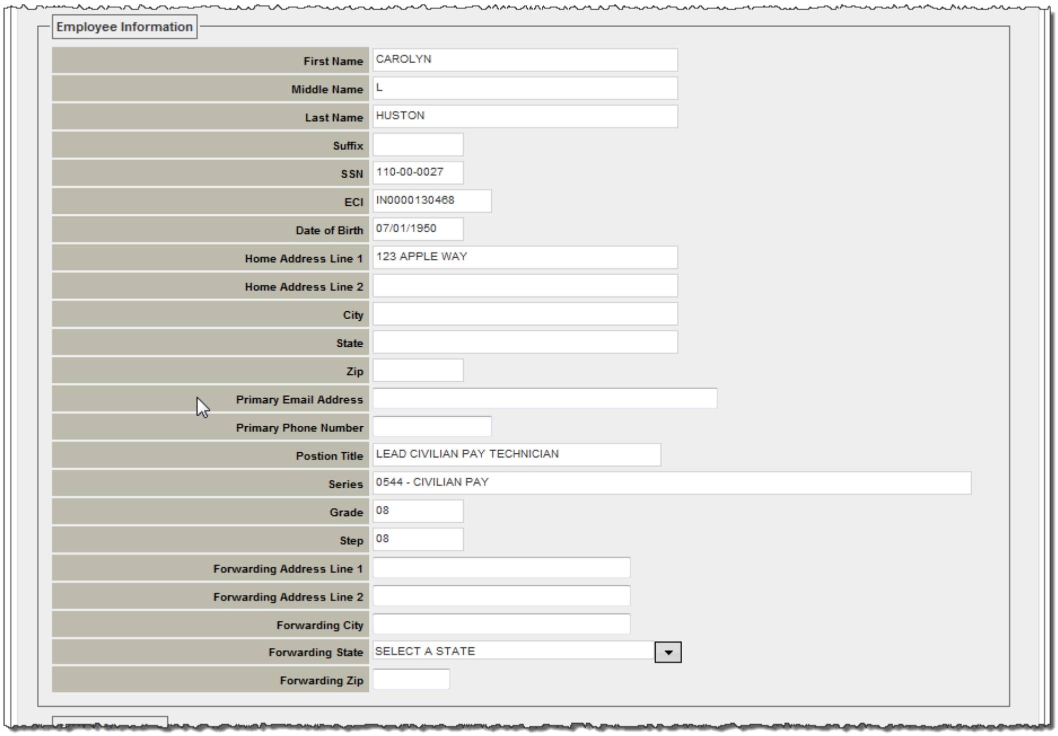
The Separations Info Tab contains the following sections and fields:

- Organization Information Section
  - Dept/Bureau/SubBureau – this field is pre-populated from the employee table when the separation is created.
  - Organization – this field is pre-populated from the employee table when the separation is created.
  - Fiscal Year (Required) – choose the fiscal year of the separation.
  - Separation Type – Select a Separation Type from the drop-down list. This is a required field.



Separations Info Tab, Organization Information

- Employee Information Section

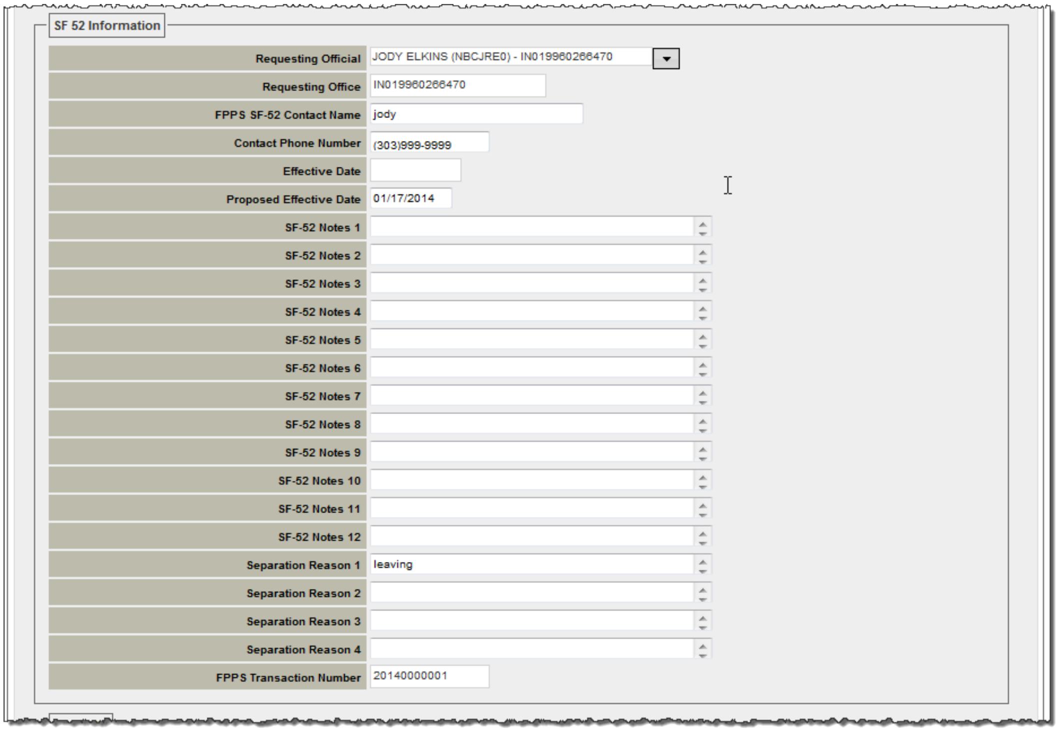


Separations Info Tab, Employee Information

- First Name – The first name of the Separation Employee. This field is pre-populated from the Employee Table when the separation is created.
- Middle Name – The middle name or initial of the Separation Employee. This field is pre-populated from the Employee Table when the separation is created.
- Last Name – The last name of the Separation Employee. This field is pre-populated from the Employee Table when the separation is created.
- Suffix – Enter the appropriate suffix, if applicable of the employee's name.
- SSN – The Social Security Number is pre-populated from the Employee Table when the separation is created.
- ECI – The Employee Common Identifier.
- Date of Birth – The employee's date of birth is pre-populated from the Employee Table when the separation is created.
- Home Address, Line 1 and Line 2 – The home address of the employee being separated.
- City – The city of the employee being separated.
- State – The state of the employee being separated.

- Zip - The zip code of the employee being separated.
- Primary Email Address – The primary email address of the employee being separated.
- Primary Phone Number – The primary phone number of the employee being separated.
- Position Title – This field is pre-populated from the Employee Table when the separation is created.
- Series – This field is pre-populated from the Employee Table when the separation is created.
- Grade – This field is pre-populated from the Employee Table when the separation is created.
- Step – This field is pre-populated from the Employee Table when the separation is created.
- Forwarding Address Line 1 and Line 2 – Enter a forwarding address for the employee being separated.
- Forwarding City – Enter a forwarding city for the employee being separated.
- Forwarding State – Enter a forwarding state for the employee being separated.

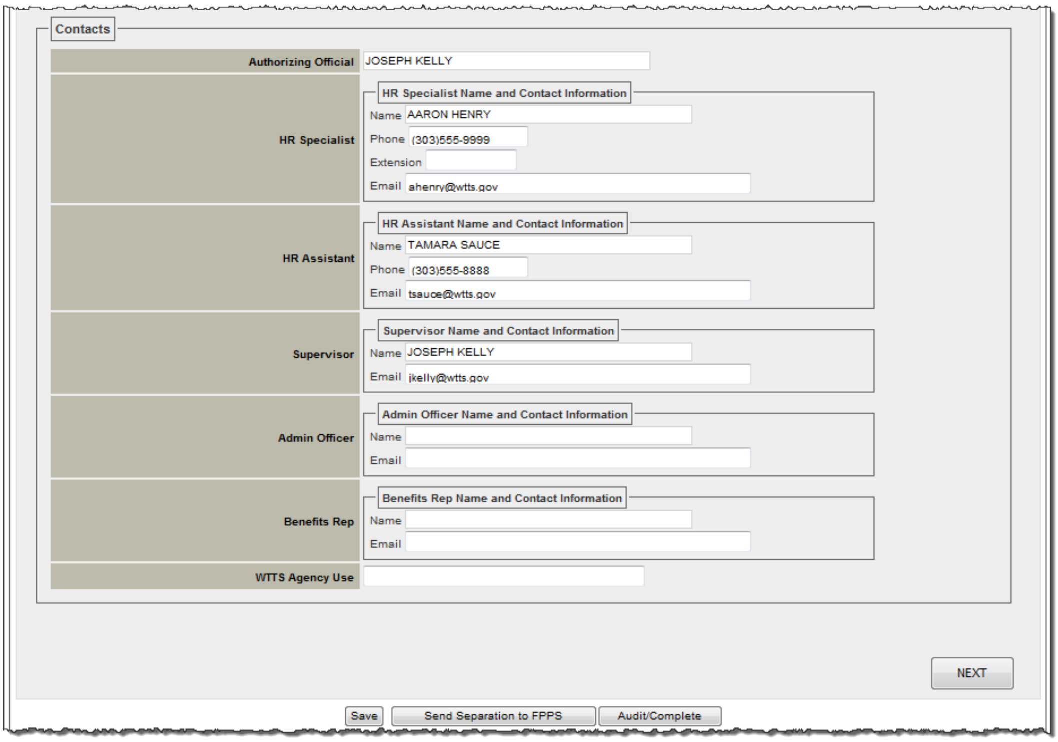
➢ SF 52 Information Section



Separations Info Tab, SF 52 Information

- Requesting Official – Enter the Requesting Official from the drop-down. This field is required.
- Requesting Office – This field is populated when the Requesting Official is selected.
- FPPS SF-52 Contact Name – Enter the FPPS SF-52 contact name. This field is required.
- Contact Phone Number – Enter the phone number of the SF-52 contact. This field is required.
- Effective Date – Enter the effective date of the separation.
- SF-52 Notes 1 through 12 – enter 1 or more SF-52 notes (up to 12).
- Separations Reason 1 through 4 – enter up to 4 separation reasons. 1 reason is required. Each separation reason field is limited to 72 characters.
- FPPS Transaction Number – This field will be populated when the Separation is sent to FPPS.

➢ Contacts Section



Separations Info Tab, Contacts

- Authorizing Official – Enter the name of the official authorizing the separation.
- HR Specialist – The HR Specialist name and contact information.
  - Name, Phone, Extension, Email
- HR Assistant – The HR Assistant name and contact information.
  - Name, Phone, Email
- Supervisor – The supervisor's name and contact information.
  - Name, Email
- Admin Officer – The admin officer's name and contact information.
  - Name, Email
- Benefits Rep – The benefits representative and contact information.
  - Name, Email
- WTTS Agency Use – This field can be used in any way specified by each individual agency.

Steps to completing the Separations Info Tab:

- Complete the required fields to send the Separation to FPPS

  - Enter at least one Separation Reason (limited to 74 characters)

  - Search for and select Requesting Official (will populate Requesting Office).

  - SF52 Contact Name

  - Contact Phone Number

- Complete optional/additional contact fields

  - When you enter a name and the person is an Active Employee in FPPS, the name appears in the drop-down list. Select the name, and the person's name and email address (only if present in FPPS) will populate the appropriate Contact Info fields.

- When the required fields are complete, the "Send" button will appear in the pop-up.

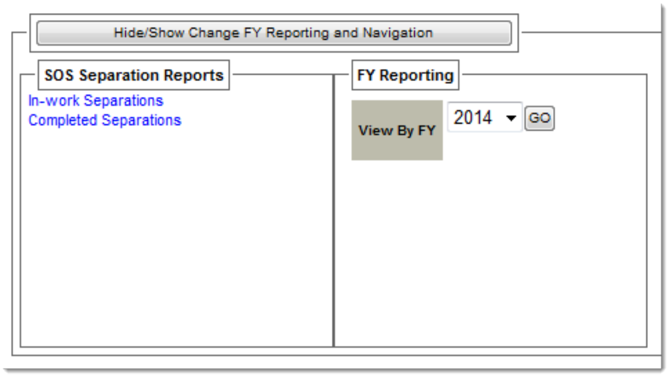
  Note: If a required field is blank, the item will appear red in the pop-up with a link back to the field for completion.

- Determine whether or not you are going to utilize the Separations Template Library. The Templates Tab will be populated when templates are assigned to the separation via the Separations Template Library. (See Chapter 8, Template Libraries, for detailed instructions).

- Process the Separation in FPPS utilizing regular processing procedures. When the record is Released for Update (RLUP'd) the Separations record is updated with Status "SCF".

Separation Reports

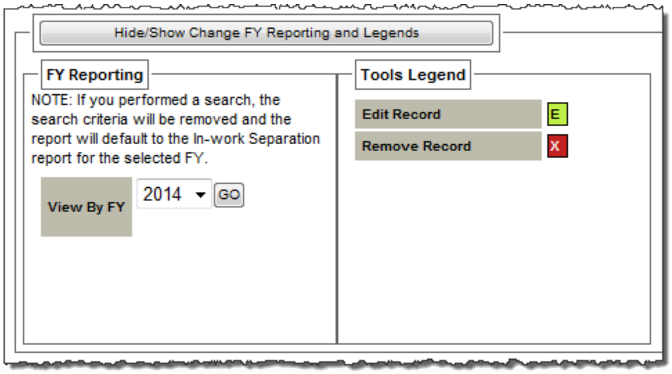
In the Separations Reports box, use the "In-work Separations" and "Completed Separations" links to navigate to reports.



Separations Reports Box

Note: There is not a "Published" Separations report.

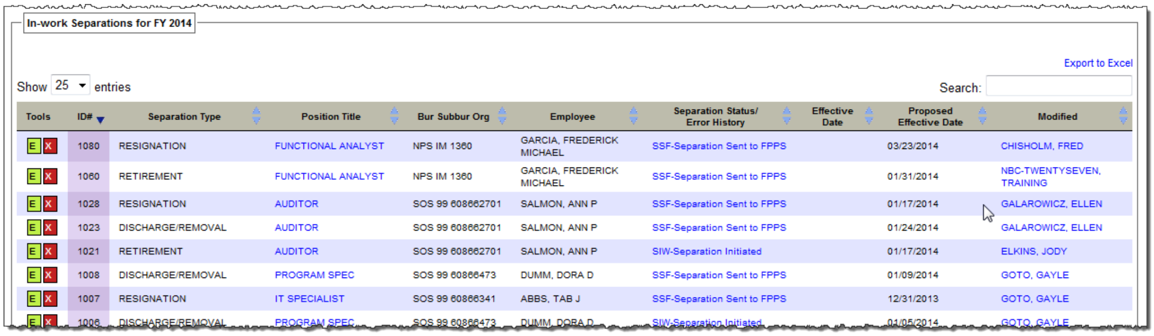
In the FY Reporting box, use the FY dropdown box to view Separations for other than the current fiscal year.



FY Reporting box and Tools Legend viewed from a Separations Report

➢ Separation Statuses

- **In-Work Separations** displays records with the following statuses:
    - SIW – Separation Initiated
    - SSF – Separation Sent to FPPS
    - SCF – Separation Complete (the record is completed in FPPS)



In-work Separations for FY 2014

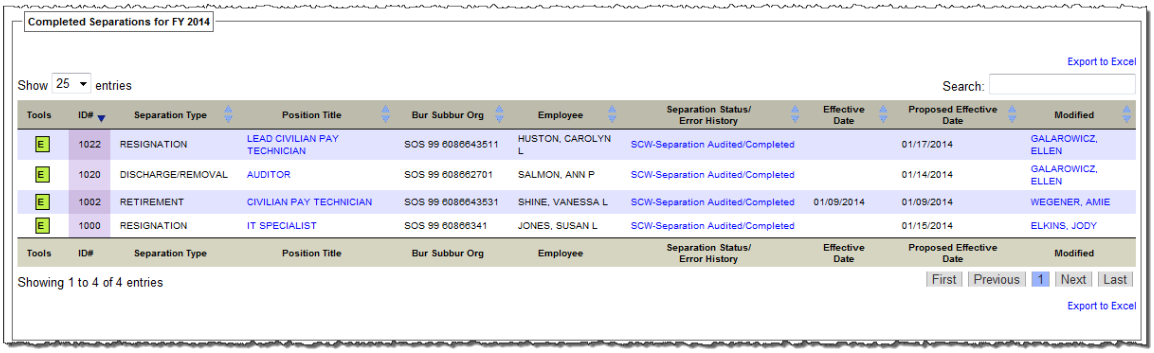
Export to Excel

Show 25 entries Search:

Tools	ID#	Separation Type	Position Title	Bur Subbur Org	Employee	Separation Status/ Error History	Effective Date	Proposed Effective Date	Modified
E X	1080	RESIGNATION	FUNCTIONAL ANALYST	NPS IM 1360	GARCIA, FREDERICK MICHAEL	SSF-Separation Sent to FPPS		03/23/2014	CHISHOLM, FRED
E X	1060	RETIREMENT	FUNCTIONAL ANALYST	NPS IM 1360	GARCIA, FREDERICK MICHAEL	SSF-Separation Sent to FPPS		01/31/2014	NBC-TWENTYSEVEN, TRAINING
E X	1028	RESIGNATION	AUDITOR	SOS 99 608662701	SALMON, ANN P	SSF-Separation Sent to FPPS		01/17/2014	GALAROWICZ, ELLEN
E X	1023	DISCHARGE/REMOVAL	AUDITOR	SOS 99 608662701	SALMON, ANN P	SSF-Separation Sent to FPPS		01/24/2014	GALAROWICZ, ELLEN
E X	1021	RETIREMENT	AUDITOR	SOS 99 608662701	SALMON, ANN P	SIW-Separation Initiated		01/17/2014	ELKINS, JODY
E X	1008	DISCHARGE/REMOVAL	PROGRAM SPEC	SOS 99 60866473	DUMM, DORA D	SSF-Separation Sent to FPPS		01/09/2014	GOTO, GAYLE
E X	1007	RESIGNATION	IT SPECIALIST	SOS 99 60866341	ABBS, TAB J	SSF-Separation Sent to FPPS		12/31/2013	GOTO, GAYLE
E X	1006	DISCHARGE/REMOVAL	PROGRAM SPEC	SOS 99 60866473	DUMM, DORA D	SIW-Separation Initiated		01/05/2014	GOTO, GAYLE

In-Work Separations Report

- **Completed Separations** display records that are audited/complete.
  - SCW – Audited/Completed



Completed Separations for FY 2014

Export to Excel

Show 25 entries Search:

Tools	ID#	Separation Type	Position Title	Bur Subbur Org	Employee	Separation Status/ Error History	Effective Date	Proposed Effective Date	Modified
E	1022	RESIGNATION	LEAD CIVILIAN PAY TECHNICIAN	SOS 99 6086643511	HUSTON, CAROLYN L	SCW-Separation Audited/Completed		01/17/2014	GALAROWICZ, ELLEN
E	1020	DISCHARGE/REMOVAL	AUDITOR	SOS 99 608662701	SALMON, ANN P	SCW-Separation Audited/Completed		01/14/2014	GALAROWICZ, ELLEN
E	1002	RETIREMENT	CIVILIAN PAY TECHNICIAN	SOS 99 6086643531	SHINE, VANESSA L	SCW-Separation Audited/Completed	01/09/2014	01/09/2014	WEGENER, AMIE
E	1000	RESIGNATION	IT SPECIALIST	SOS 99 60866341	JONES, SUSAN L	SCW-Separation Audited/Completed		01/15/2014	ELKINS, JODY
Tools	ID#	Separation Type	Position Title	Bur Subbur Org	Employee	Separation Status/ Error History	Effective Date	Proposed Effective Date	Modified

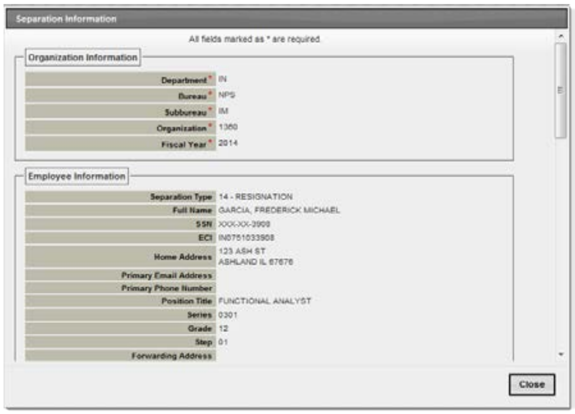
Showing 1 to 4 of 4 entries First Previous 1 Next Last

Export to Excel

Completed Separations Report

- The following status does not display in the report, but is present in the database.
  - SW – Removed (record was removed)

View the Separations Information for any Separations record by clicking the Position Title hyperlink in the Separations Report.



Separation Information

All fields marked as * are required

Organization Information

Department *	IN
Bureau *	NPS
Subbureau *	IM
Organization *	1360
Fiscal Year *	2014

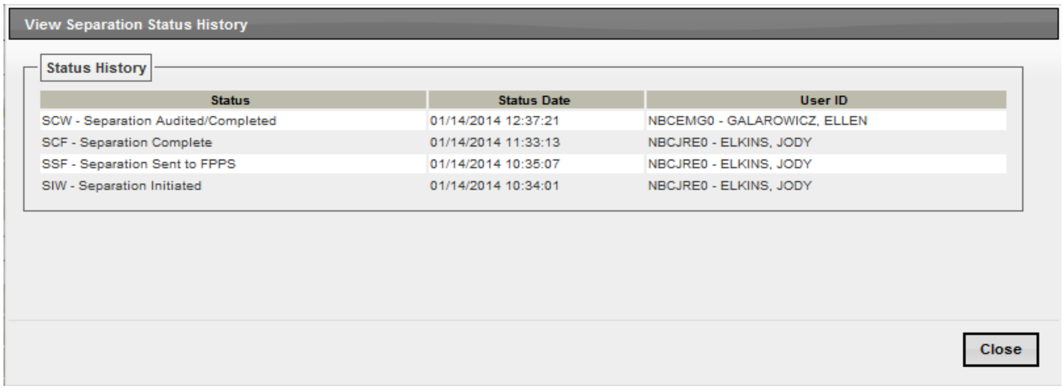
Employee Information

Separation Type	14 - RESIGNATION
Full Name	GARCIA, FREDERICK MICHAEL
SSN	XXX-XX-3909
ECI	IN0751033908
Home Address	123 ASH ST ASHLAND IL 67676
Primary Email Address	
Primary Phone Number	
Position Title	FUNCTIONAL ANALYST
Series	0301
Grade	12
Step	01
Forwarding Address	

Close

Separation Information pop-up

View the Separation Status History by clicking the "Separation Status/Error History" hyperlink in the Separations Report or click the Separation Status hyperlink in the Status box to the right of the Separations Info Tab on the Edit Record screen.



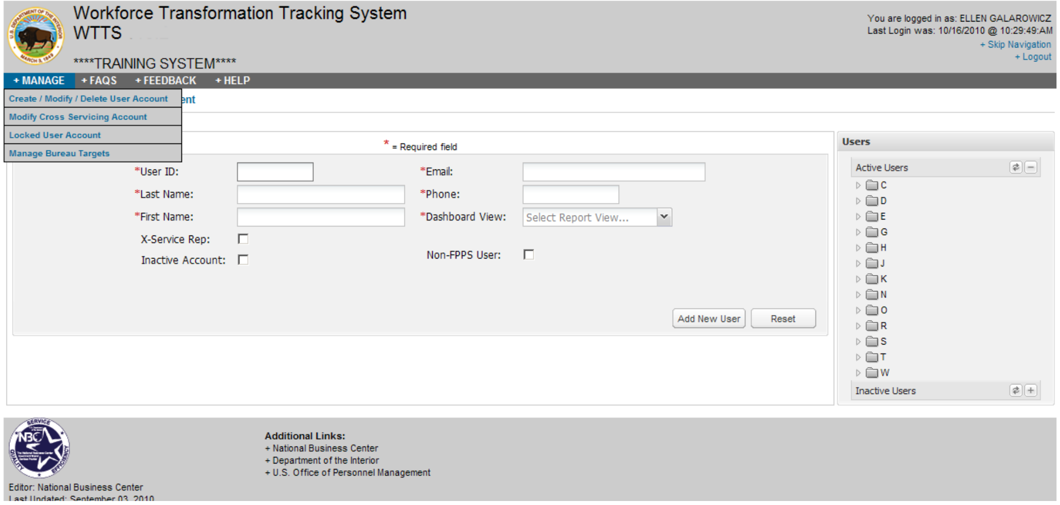
View Separation Status History

Chapter 5: Security Administration

Introduction

The purpose of this section is to describe the application security aspects of WTTS. It provides details on available roles and their respective access to screens and modules.

In order to access WTTS, it is necessary to have a FPPS User ID and password. Once a person is assigned a FPPS User ID, a WTTS Security Administrator can add them to WTTS security.



"Manage" Menu Options

There are five options available under the Manage module (see Figure above), which will be explored in some detail on the following pages:

1. Create/Modify/Delete User Account (Administrator/WTTS Security Administrator)
2. Modify Cross Servicing Account (Administrator/WTTS Security Administrator)
3. Locked User Account (HR Representative, WTTS Security Admin)
4. Manage Bureau Targets (HR Representative)
5. Security Report

CREATE/MODIFY/DELETE USER ACCOUNT

The WTTS Security Administrator is responsible for creating WTTS user accounts. Along with that comes the responsibility of understanding the System Roles that may be assigned to a user.

The following WTTS Security Roles table provides an overview of the various functions within WTTS and the respective roles (see figure below). The overall ability to maneuver within the WTTS application is controlled by a combination of roles, modules, and reports access. Note: The WTTS Administrator Role is assigned to IBC HRMSD Security Personnel only.

	Admin	HR Specialist	Supervisor	EEO	Non FPPS User (Facilities/IT)	WTTS Security Administrator	View Only
GAINS –							
Gains Dashboard		X	X	X			X
Reports		X	X	X			X
In-work Gains Report		X	X	X			X
Published Gains Report		X	X	X			X
Completed Gains Report		X	X	X			X
Declinations Report		X	X	X			X
Tabs							
Create Vacancy		X	X				
Position Information		X	X				
Create Hire Action		X	X				
Selectee Information		X					
Position Documentation		X					
Staffing		X					
Hiring Document		X					
Notes		X					
Diversity				X			
Edit function		X	X (PI,CH) (in-work only)				
Publish function		X					
Declinations function		X					
Remove function		X	X				
SPECIAL PROGRAMS		X	X		X		(TBD)
EOD List		X	X				
Facilities & Security Report		X	X		X		
In-Processing		X					
Drug Testing Report		X			X (TBD)		
80 Day Hiring Activity Report		X	X				
HR Reports		X					
EODS Access Expiration		X					
New Hires Due Date for Forms		X					
Forms Repository	X						
MANAGE	X						
Create/Modify/Delete User Accounts	X					X	
Unlock EODS User	X	X				X	
Manage Bureau Targets		X					
Cross Servicing assign	X					X	
Cross Servicing function		X		X		X	

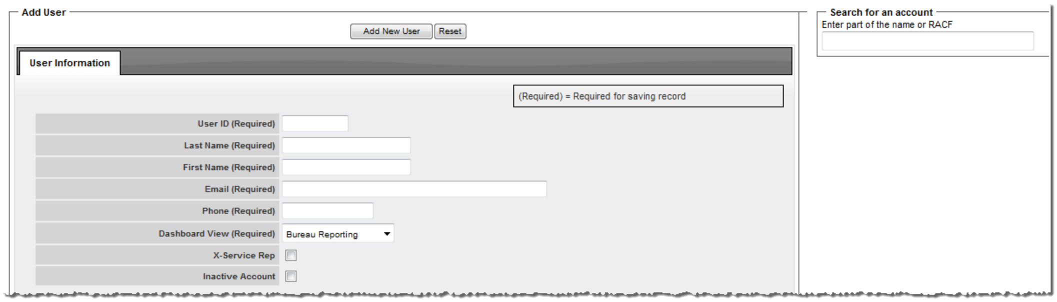
WTTS Administrator Role is assigned to NBC HRMSD Security Personnel only.

WTTS Security Roles

CREATE OR MODIFY USER ACCOUNT

To navigate to the User Management page, hover over "Manage" on the WTTS Menu Bar and select Create/Modify/Delete User Account (see Figure below). Note: A user cannot update their own security profile.

NOTE: If you have cross-servicing assigned to your profile, when you are adding new user they inherit your sign-on as their Primary Access. For example, if you have IN0199 and IN0198 in your profile and you are adding a person who only has access to IN0198, ***be sure to change your cross-servicing to IN0198 when you log into WTTS***.



User Management Screen

When updating/modifying an existing user's security profile, use the auto-completing search box to find the account by entering part of the name or their RACF.

There are six steps to adding a new user. The following describes the data fields and instructions for entering data in each of the six sections:

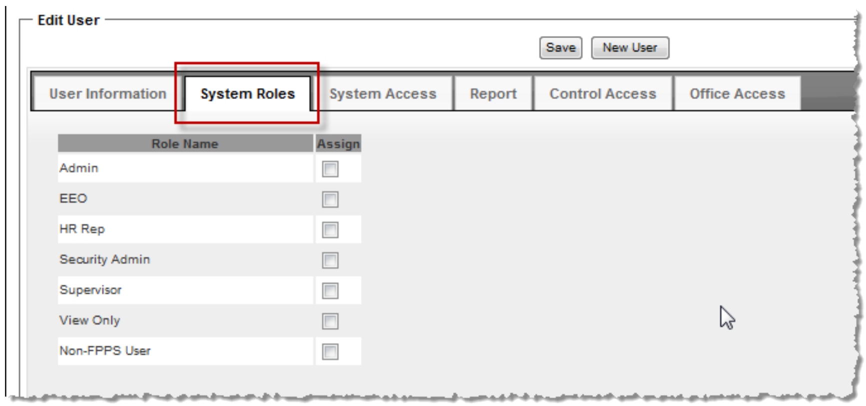
Step 1 - User Information

Complete or modify this section according to the field descriptions below:

- **User ID**. Enter the user's FPPS User ID. The User ID, along with a password, is the means utilized to log into WTTS. The person requesting access must provide their FPPS User ID (required).
- **Last/First Name**. The person's last and first names are used to assign the access record to an individual (required).
- **Email**. Obtain the user's email address as a method of contact (required).
- **Phone**. Obtain the user's telephone number as a method of contact (required).
- **Dashboard view:**
  - **Agency**. Expands the view on the dashboard to Agency-level information.
  - **Bureau.** Limits the view on the dashboard to an assigned Bureau. **Note**: Generally, users will have the Bureau-level view.

- **X-Service Rep.** This box is checked if the user is going to "cross service", in other words, perform HR activities, for another Bureau.
- **Inactive Account.** Mark this checkbox to inactivate a user. This action removes the user's System Roles, System Access, Special Programs Access and Office Access. The user will move from the Active Users list to the Inactive Users list. To 'reactivate" the account, uncheck the Inactive Account box. All roles and accesses must be re-added.

After completing the appropriate fields, click the "Add New User" button. The System Roles, System Access, Report, Control Access, and Office Access tabs are displayed (see Figure below). Click the Reset button to clear the fields and start over or add a new user.



System Roles

Step 2 – System Roles

System roles are one aspect of a user's total security profile (see Figure below). The roles are defined as follows:

- **Admin**. Personnel assigned the WTTS Administrator (Admin) role establish accounts for agency WTTS Security Administrators. This enables agency WTTS Security Administrators to continue the process of creating users for their areas of responsibility. This role is restricted to IBC HRMSD personnel.
- **EEO**. The EEO role allows access to diversity and disability information. No other role can access this information.
- **HR Representative**. This role is assigned to the servicing personnel office and allows full access to the system with the exception of creating accounts and assigning cross servicing (see Figure below) **Note:** Users assigned the "HR Representative" role should not be assigned the "Supervisor" role. Assigning both roles creates a conflict in the system.
- **Security Admin**. The WTTS Security Administrator is responsible for assigning user roles and granting access to system functionality within WTTS, including cross servicing. This responsibility also includes the ability to modify existing user's

primary access and assigning different user roles. Additionally, the WTTS Security Administrator is responsible for inactivating user accounts.

- **Supervisor**. In WTTS, the role of the Supervisor/Manager is to initiate the personnel action. They can create, edit, and delete a fill vacancy request. The supervisor/manager has access to the Position Information and Create Hiring Action screens, the In-work, Published, Completed Gains, and Declination reports. In addition, they have access to the New Hire and the Facilities and IT Security report. **Note:** Users assigned the "Supervisor" role should not be assigned the "HR Representative" role. Assigning both roles creates a conflict in the system.

- **View Only**. This role is limited to the Gains Dashboard and the In-work, Published, Completed Gains, and Declinations reports.

- **Non FPPS User.** This role is assigned to Non-FPPS users who require access to WTTS for planning purposes. The Non-FPPS user has access to the Facilities and IT Security report. This provides contacts in Facilities and IT with a valuable tool to plan for items a new hire typically needs (e.g., work space, computer, telephone, etc.). This role can be assigned to personnel who are not regular FPPS users, but still have an FPPS User ID.

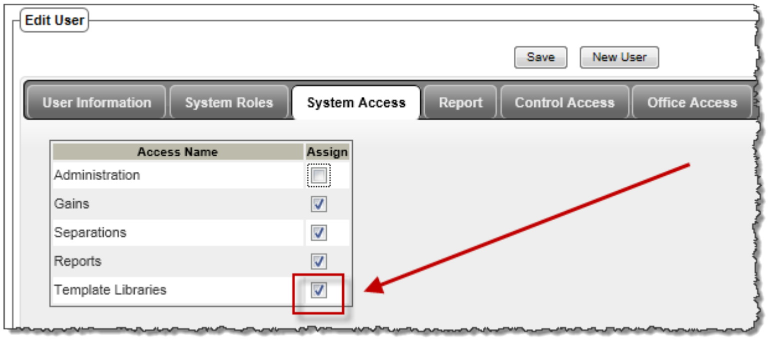
Step 3 – System Access

Grant access to the Gains, Reports and/or Template Library modules by selecting the appropriate checkbox(es). (See Figure below.)

All WTTS Security Administrators will have access to the Template Library to create, modify, and delete templates. All WTTS Security Administrators can grant access to select HR users to also create, modify and delete templates. It is **recommended** that access to the actual template library - not using the library in WTTS – but actually creating, modifying, or deleting templates be kept to a minimum number of users to maintain control.

Access to the Template Libraries allows the assigned user to Edit/Save Master Templates to create Agency unique templates.

NOTE: ALL HR USERS MAY UTILIZE AND EDIT TEMPLATES WITHIN A WTTS RECORD BUT A MASTER TEMPLATE IN THE LIBRARY CAN ONLY BE MODIFIED BY THOSE WITH ACCESS TO THE TEMPLATE LIBRARY.

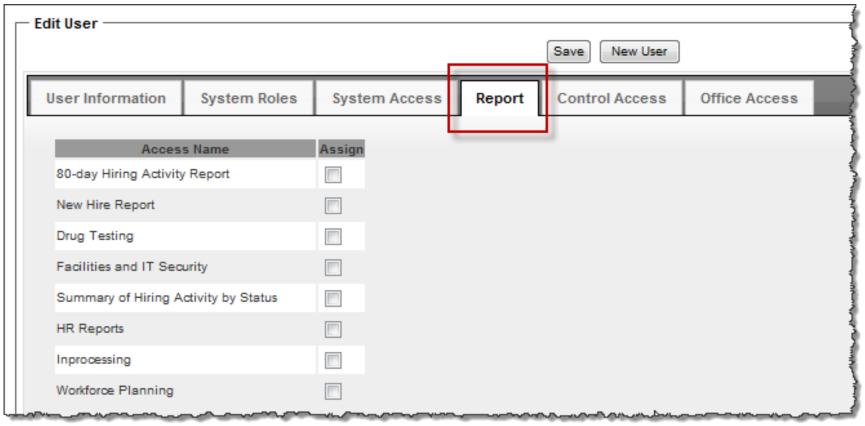


A user with the Template Libraries role will see the Gains Template Library and the Separations Template Library modules on their WTTS Home Page

<u>*See Chapter 7 for more information on the Template Library***</u>**

Step 4 – Report

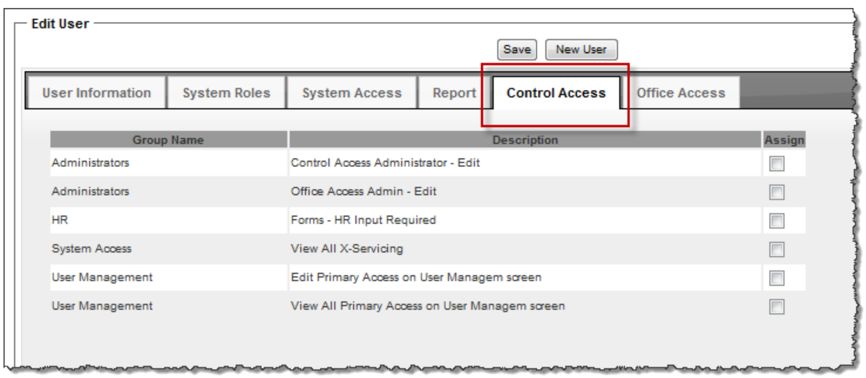
Grant access to the appropriate report(s) based on the user's Role (see Figure below). See the Security Matrix above for a complete list of access permissions.



Report

Step 5 – Control Access

Grant access to HR Representatives to view and complete forms. Additionally, allows ability to grant access to view multiple cross-servicing agencies.

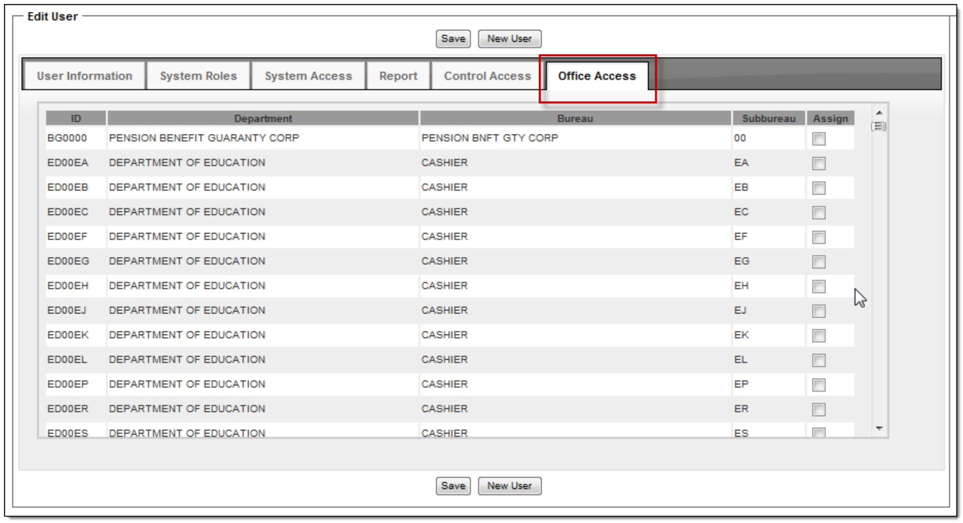


Control Access

Step 6 – Office Access

Grant access to additional offices to HR Representatives who perform services for two or more separate entities, such as Department/Bureau IN99 and IN15 (see Figure below).

The X-Service Rep checkbox must be selected to activate cross servicing (see Step 1 above).



Office Access

Step 7 – Save

Click the "Save" button to retain all information. If you are adding numerous cross-servicing offices, we recommend you save periodically.

CROSS SERVICING ACCOUNTS/COMBINED QUEUES

HR users now have the ability to view multiple sub bureaus without having to log out and back into WTTS. To assign this functionality, the following business rules apply: (see next 3 Figures below)

1. X-Service Rep is selected

2. System Roles Tab

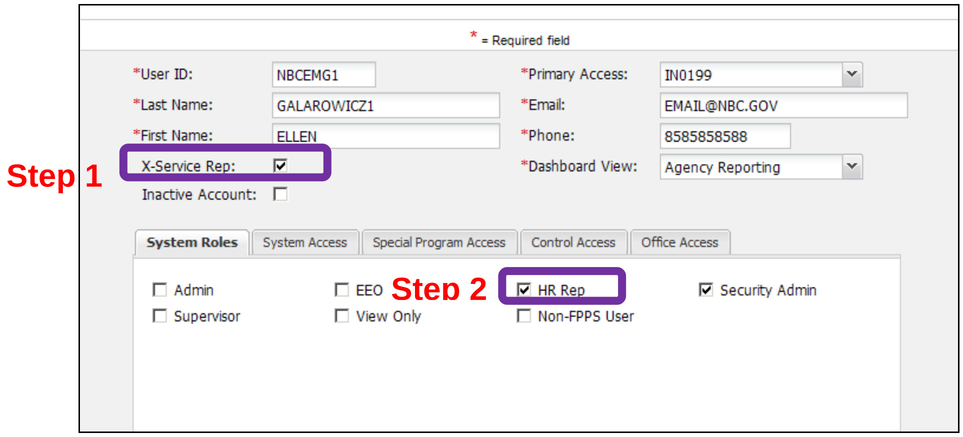
   - HR Rep is selected

3. Office Access

   -Offices (cross servicing) must be assigned

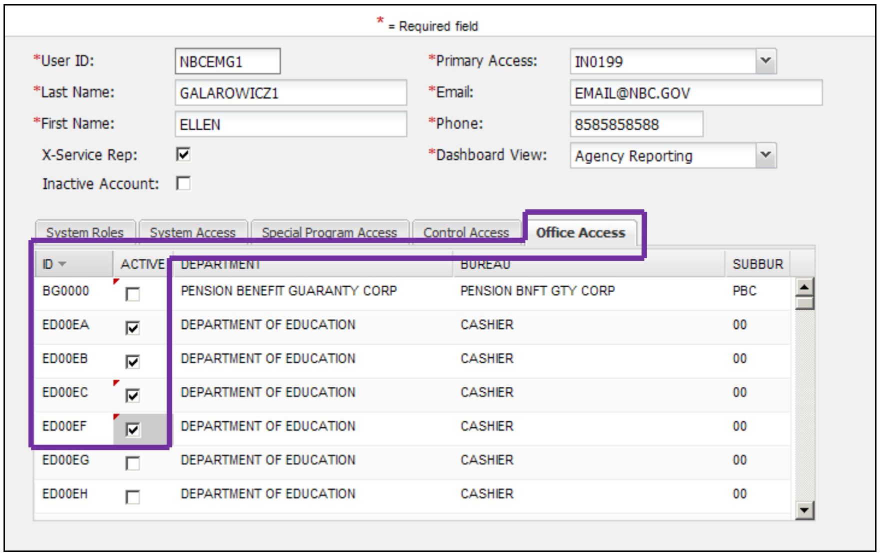
4. Control Access Tab

   - System Access >View all X-Servicing is selected
   - Administrators>Control Access Administrator – Edit is selected



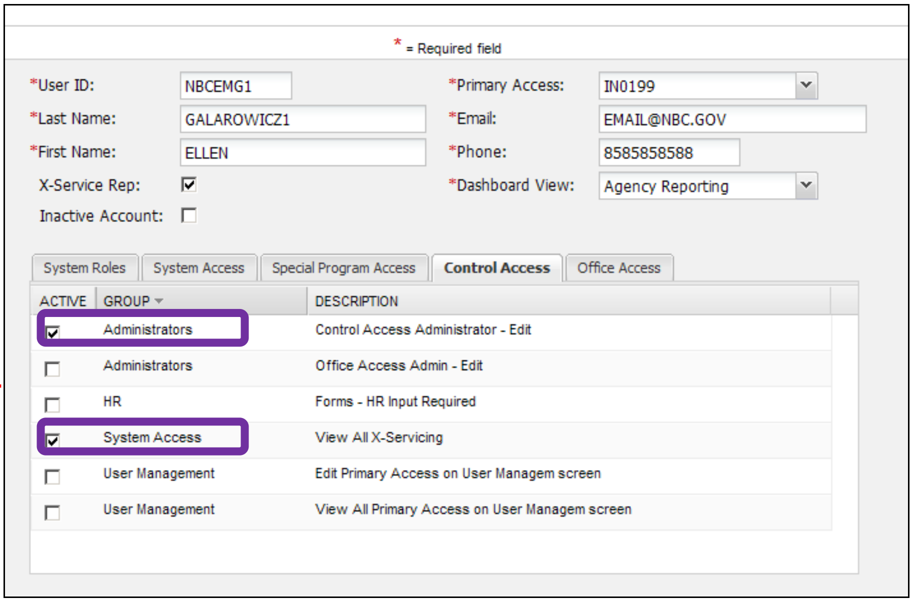
Combined queues

Step 3



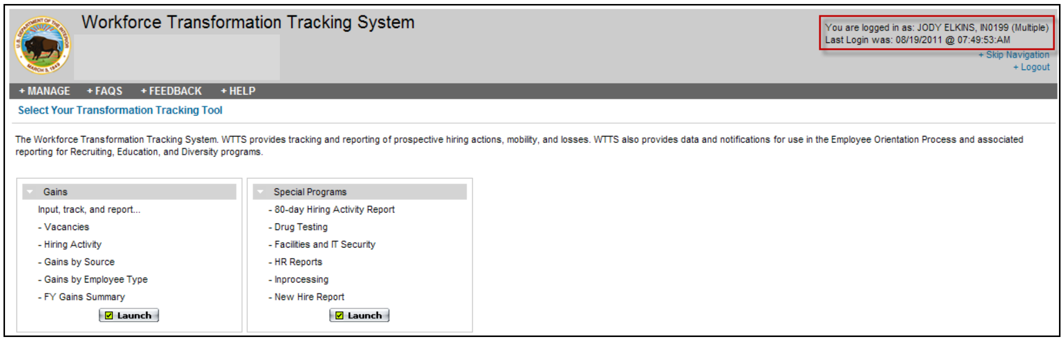
Combined queues (cont'd)

Step 4



Combined queues (cont'd)

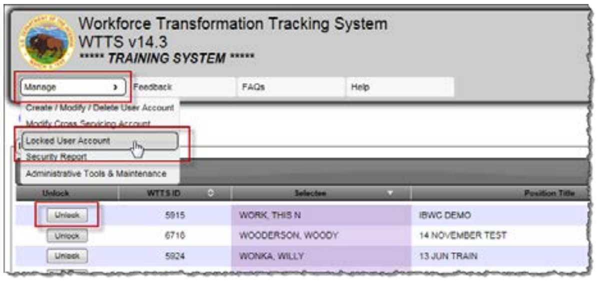
- WTTS Home Page – Displays Dept/Bur/Subbureau and “Multiple” in parentheses when a user is using combined queues (see Figure below).



Modify Cross Servicing Account

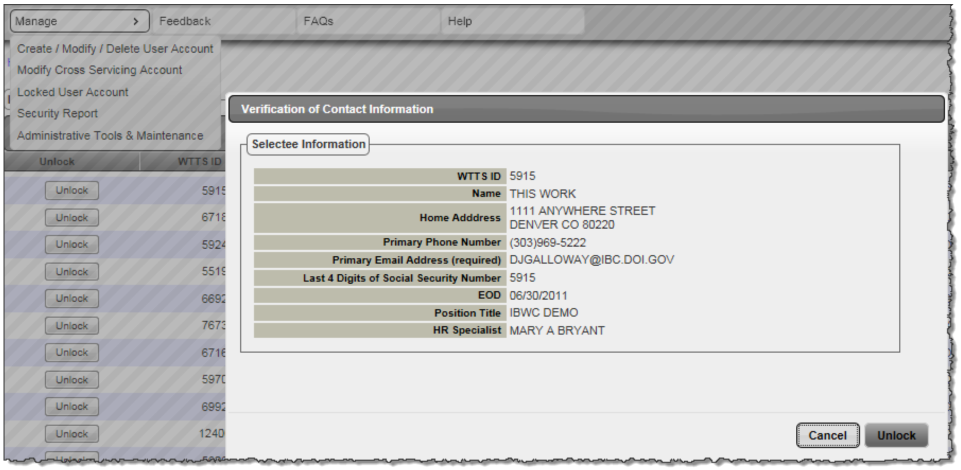
Locked User Account

This function is used by either the WTTS Security Administrator or HR Representative to unlock EODS users’ accounts. Navigate Manage > Locked User Account (see Figure below).



Account Locked Management Page

Click the “Unlock” button that corresponds to the account that is locked. The “Verification of Contact Information pop-up is displayed (see Figure below).



Verification of Contact Information Pop-up

Once you have authenticated the user by verifying contact information, click the Unlock button (see Figure above). The EODS user's account is unlocked and the selectee receives an email with a subject "The information you requested" along with the HR Specialist's name and phone number. The email contains a temporary password. The selectee uses the same procedures to change this password as those used to change the initial password (see Chapter 5). To cancel the action, click the "Cancel" button.

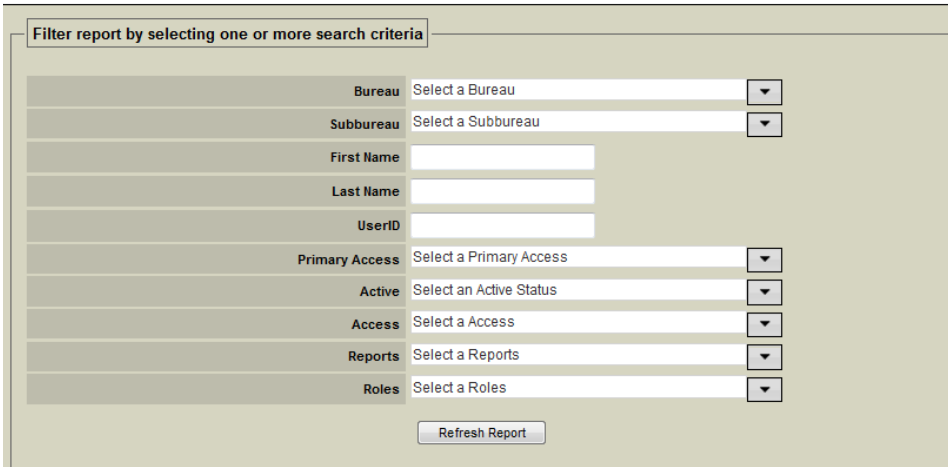
SECURITY REPORT

This report is designed to give Security Administrators an easy way to view access and roles for all, or only one, user. **Note**: This is limited to users with the Security Admin Role.

- On the WTTS Menu Bar, click, "Security Report" from the "Manage" drop-down.

    - The default display is all users (limited to your low-level security).

    - Filters – Search by one or many criteria on the filters screen.



Search Criteria Filters for Security Report

- Bureau – Select a Bureau
- Subbureau – Select a Subbureau
- First Name – Enter a First Name
- Last Name – Enter a Last Name
- UserID – Enter a User I.D.
- Primary Access – Select Primary Access
- Active – Select an Active Status
- Access – Select an Access
- Reports – Select a Report

- Roles – Select a Role

- Click the "Refresh Report" button on the Filters screen to refresh the search results based on the filters entered.

- Use the "Show/hide All Access, Reports, Roles" button to expand and collapse the search results.

- Use the up/down arrows in each column of the report to sort in ascending or descending order.

- Click the individual "Show/Hide" buttons to view the Access, Reports, or Roles for one record.

Security Report Results

FORMS REPOSITORY

The Forms repository houses all active and inactive forms used in WTTS/EODS. Forms can be marked for a single agency or multiple agencies. The forms repository is maintained by IBC HRMSD personnel.

Chapter 6: Entrance on Duty System (EODS)

INTRODUCTION

The functionality available through the EODS module includes pre-populated, on-line forms, which eliminate the need for the selectee to re-enter duplicate data.

The on-line forms are fillable, which allows the selectee to complete and submit required data prior to their entry on duty date. Since the completed forms are sent electronically from EODS to WTTS, the amount of submission time is greatly reduced, as the forms are no longer sent through the U.S. Postal system. Additional benefits to be derived from the use of an automated EODS are as follows:

- Improves form processing time and simplifies the on-boarding process (OPM's emphasis)
- Reduces input of duplicate data
- Increased integrity of data, as data is received from point of entry (selectee) and propagated throughout the system
- Reduces time employee spends in the employee entrance on duty process
- Allows the selectee to ask questions prior to entry on duty
- Gets new employee "to the floor" faster
- Provides on-line status of vacancies through the Dashboard
- Creates a good first impression of organization (current technology)

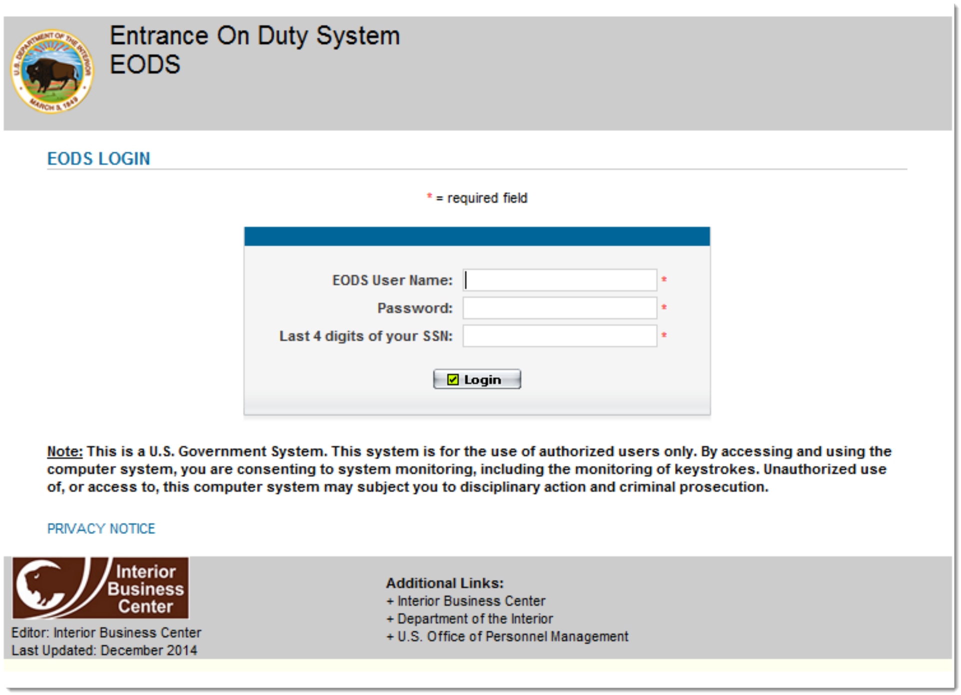
HR ACTIONS

As mentioned previously, publishing a record accomplishes two things. When the HR Representative "Publishes" a record, they are saying "I am ready to bring this person on board." Second, the selectee's data populates WTTS reports.

EMPLOYEE ACTIONS/INFORMATION

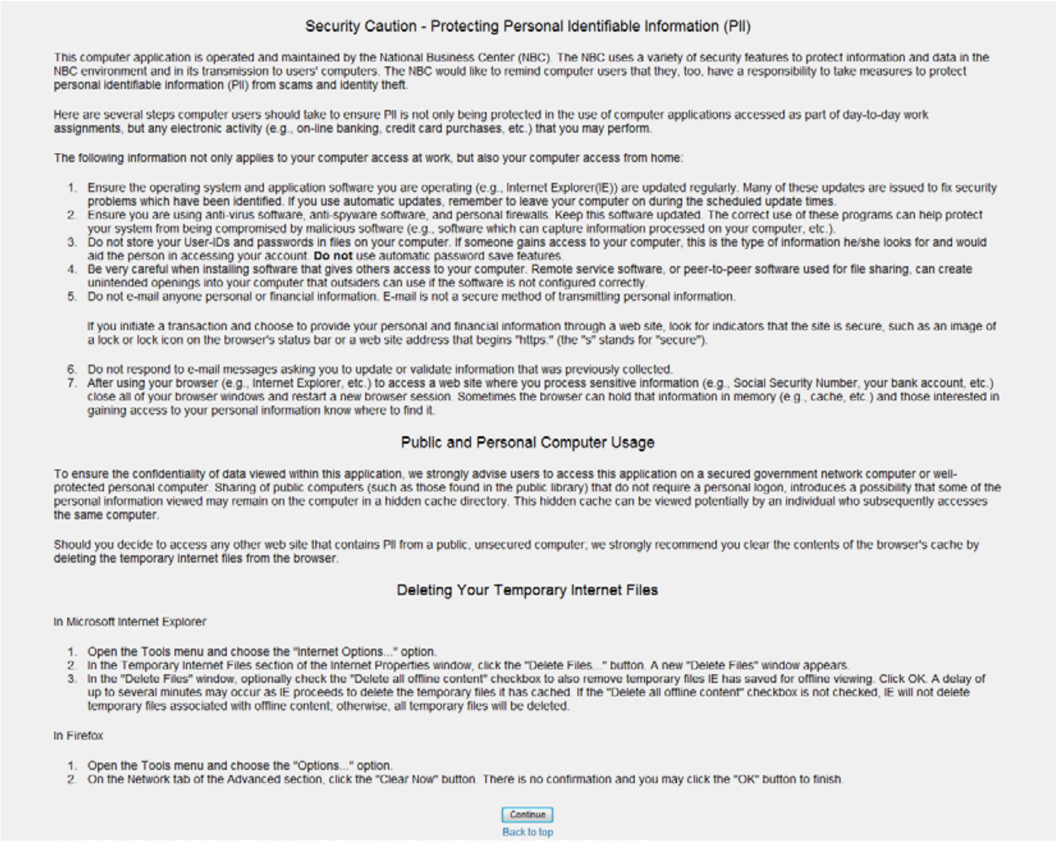
Once the selectee receives emails with their User ID, temporary password, and EODS URL, they can sign into EODS to complete their "paperwork." The EODS Login screen is pictured in Figure below. Note the Privacy Act statement.

The selectee's access to EODS will terminate 90 days from their EOD date. All forms should be completed by the selectee prior to this termination date.



EODS Login Page

After the selectee logs in, the first screen they see is a Security Caution window (see Figure below). This window explains how to protect Personal Identifiable Information.



Security Caution - Protecting Personal Identifiable Information (PII)

This computer application is operated and maintained by the National Business Center (NBC). The NBC uses a variety of security features to protect information and data in the NBC environment and in its transmission to users' computers. The NBC would like to remind computer users that they, too, have a responsibility to take measures to protect personal identifiable information (PII) from scams and identity theft.

Here are several steps computer users should take to ensure PII is not only being protected in the use of computer applications accessed as part of day-to-day work assignments, but any electronic activity (e.g., on-line banking, credit card purchases, etc.) that you may perform.

The following information not only applies to your computer access at work, but also your computer access from home:

1. Ensure the operating system and application software you are operating (e.g., Internet Explorer(IE)) are updated regularly. Many of these updates are issued to fix security problems which have been identified. If you use automatic updates, remember to leave your computer on during the scheduled update times.
2. Ensure you are using anti-virus software, anti-spyware software, and personal firewalls. Keep this software updated. The correct use of these programs can help protect your system from being compromised by malicious software (e.g., software which can capture information processed on your computer, etc.).
3. Do not store your User-IDs and passwords in files on your computer. If someone gains access to your computer, this is the type of information he/she looks for and would aid the person in accessing your account. **Do not** use automatic password save features.
4. Be very careful when installing software that gives others access to your computer. Remote service software, or peer-to-peer software used for file sharing, can create unintended openings into your computer that outsiders can use if the software is not configured correctly.
5. Do not e-mail anyone personal or financial information. E-mail is not a secure method of transmitting personal information.

   If you initiate a transaction and choose to provide your personal and financial information through a web site, look for indicators that the site is secure, such as an image of a lock or lock icon on the browser's status bar or a web site address that begins "https:" (the "s" stands for "secure").

6. Do not respond to e-mail messages asking you to update or validate information that was previously collected.
7. After using your browser (e.g., Internet Explorer, etc.) to access a web site where you process sensitive information (e.g., Social Security Number, your bank account, etc.) close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g., cache, etc.) and those interested in gaining access to your personal information know where to find it.

Public and Personal Computer Usage

To ensure the confidentiality of data viewed within this application, we strongly advise users to access this application on a secured government network computer or well-protected personal computer. Sharing of public computers (such as those found in the public library) that do not require a personal logon, introduces a possibility that some of the personal information viewed may remain on the computer in a hidden cache directory. This hidden cache can be viewed potentially by an individual who subsequently accesses the same computer.

Should you decide to access any other web site that contains PII from a public, unsecured computer, we strongly recommend you clear the contents of the browser's cache by deleting the temporary Internet files from the browser.

Deleting Your Temporary Internet Files

In Microsoft Internet Explorer

1. Open the Tools menu and choose the "Internet Options..." option.
2. In the Temporary Internet Files section of the Internet Properties window, click the "Delete Files..." button. A new "Delete Files" window appears.
3. In the "Delete Files" window, optionally check the "Delete all offline content" checkbox to also remove temporary files IE has saved for offline viewing. Click OK. A delay of up to several minutes may occur as IE proceeds to delete the temporary files it has cached. If the "Delete all offline content" checkbox is not checked, IE will not delete temporary files associated with offline content; otherwise, all temporary files will be deleted.

In Firefox

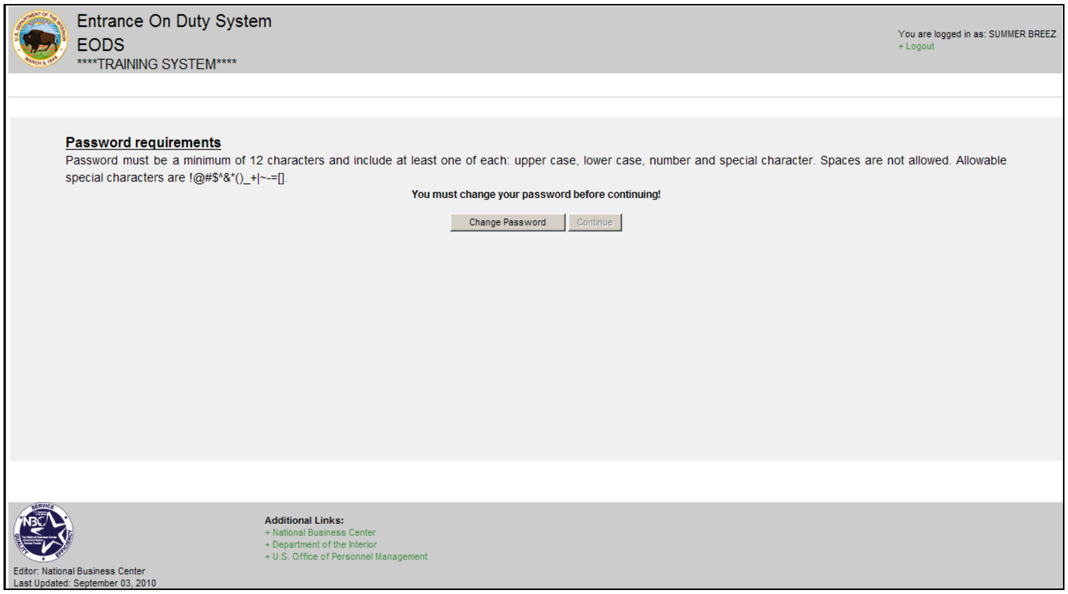
1. Open the Tools menu and choose the "Options..." option.
2. On the Network tab of the Advanced section, click the "Clear Now" button. There is no confirmation and you may click the "OK" button to finish.

Continue

Back to top

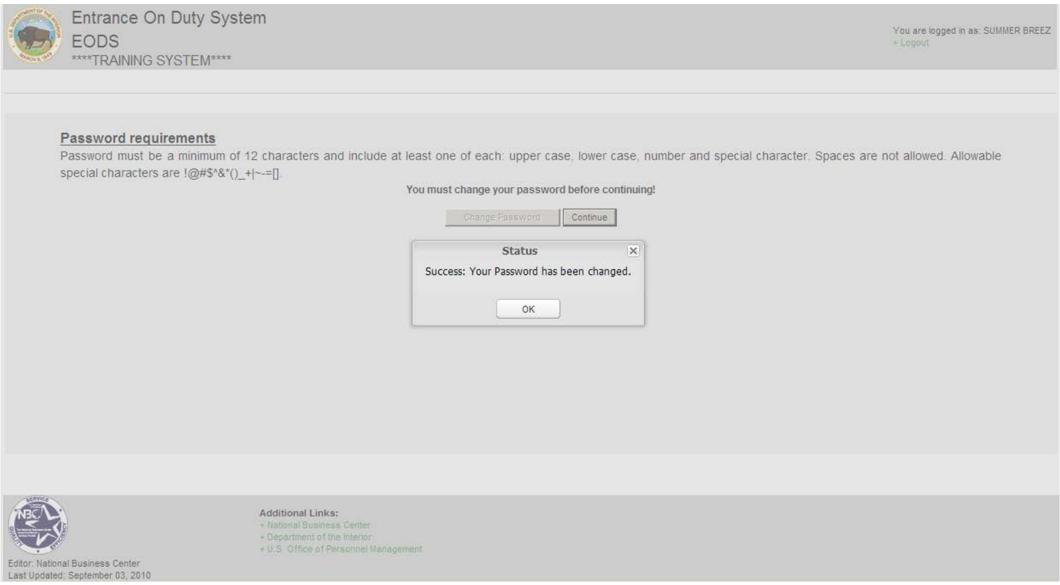
Security Caution Window

After the selectee signs on to EODS, they are prompted to change their temporary password before they can continue (see 3 Figures below).



EODS Login Page

EODS Change Password Dialog Box



EODS Successful Password Change Page

The selectee must acknowledge they have read the Rules of Behavior, Privacy Act Notice, Terms and Conditions of Use, and understand there are consequences for stating fraudulent information, and understand their information may be released, as appropriate (see Figure below). The consent also authorizes transmittal of their employment forms and information over the internet.

Rules of Behavior

Access to this system has been granted by your employing agency. The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with your agency's hiring process to allow you to securely complete hiring documents on–line. Use by anyone other than yourself is expressly prohibited. By use of this system, you agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on the system to allow others to utilize this system on your behalf.

I understand that, when using this system, I am personally accountable for my actions and that I must:

Log–off the system when not in use.
Refrain from leaving my password near the workstation area.
Avoid leaving printed documents unattended or unsecured.
Immediately contact my agency point of contact, regarding any suspected violation or breach of system security.
Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation.

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that my agency reserves the right, to terminate or suspend my access and use of this system without notice, if there is a violation of these Rules of Behavior.

Privacy Act Notice

Access to this information is limited to only those who have a need for the information in the performance of their official duties. Disclosure without the consent of the subject of the information is restricted unless required by the Freedom of Information Act; to those listed in an appropriate Federal Register System of Records Notice under the "routine use" section; for the purposes identified in that section; and to those identified in 43 C.F.R. 2.56.

These records may not be altered or destroyed except as authorized by 43 C.F.R. 2.52. Please contact your agency Human Resources Office for advice on disclosure restrictions.

CRIMINAL PENALTIES FOR DISCLOSURE: The Privacy Act contains provisions for criminal penalties for knowingly and/or willfully disclosing information from this system unless properly authorized.

Terms and Conditions of Use

This U. S. Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the Government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review and action by all authorized Government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

☑ **I consent to the following:**

I have reviewed information for the above Rules of Behavior, Privacy Act Notice, and Terms & Conditions of Use and acknowledge that electronic signature/approval is equivalent of signing each form.

I understand there can be consequences for stating fraudulent information.

I give consent to the release of information as appropriate (i.e. HR staff, Federal, State or local investigators).

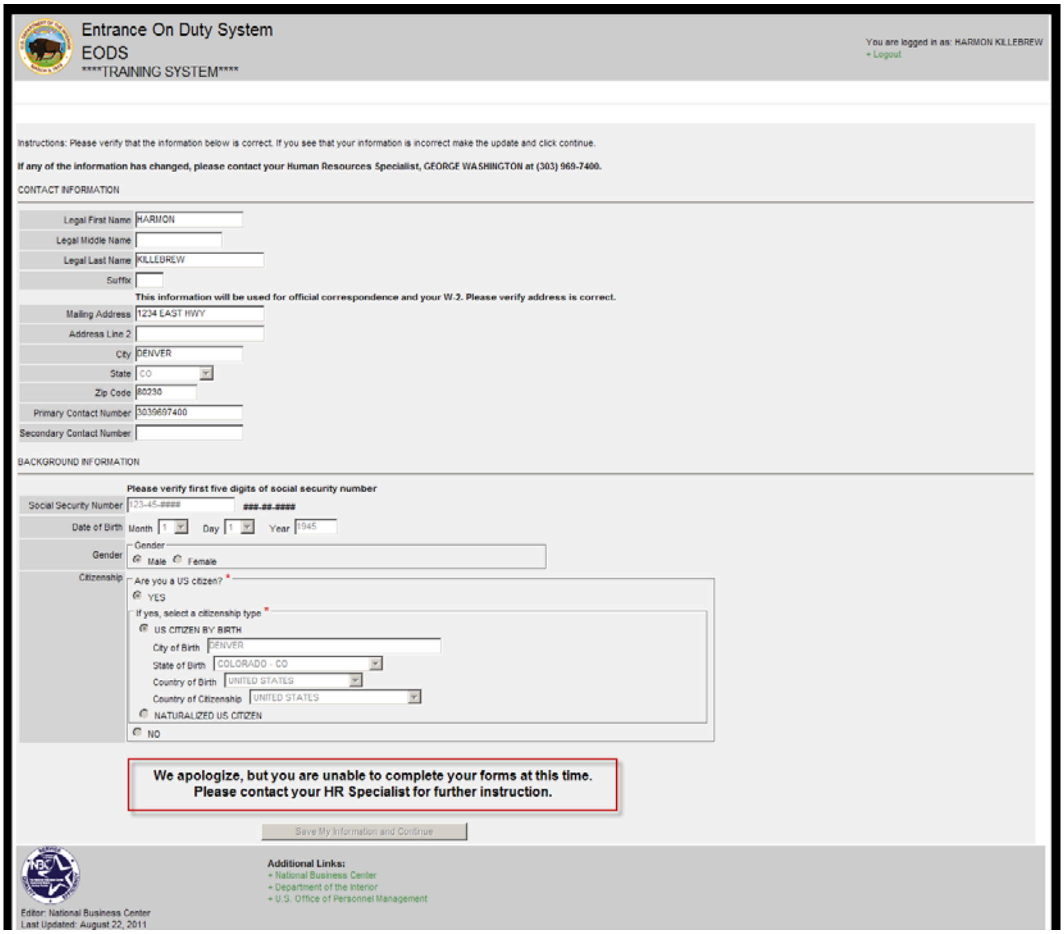
Date/Time Electronic Consent Provided: 04/04/2011 07:21:58

Close

EODS Rules of Behavior Page

The Contact Information Verification screen (see Figure below) contains information used to populate the selectee's forms, W-2 and, ultimately, FPPS.   Up until the record reaches specific statuses (see note below), when the selectee logs into EODS they will be able to see/update their Contact Information. Any changes the selectee makes will also update WTTS and EODS.

Note: The Contact Information screen will not be displayed once the Selectee Information has been sent to FPPS (WTTS Status = T), the record is Completed in FPPS (WTTS Status = F) or the record is Completed (WTTS Status = B).If the new hire's record is in one of the statuses mention above, they will be unable to complete any forms. A message will be displayed as shown in the below that states, "We apologize, but you are unable to complete your forms at this time. Please contact your HR Specialist for further instruction."

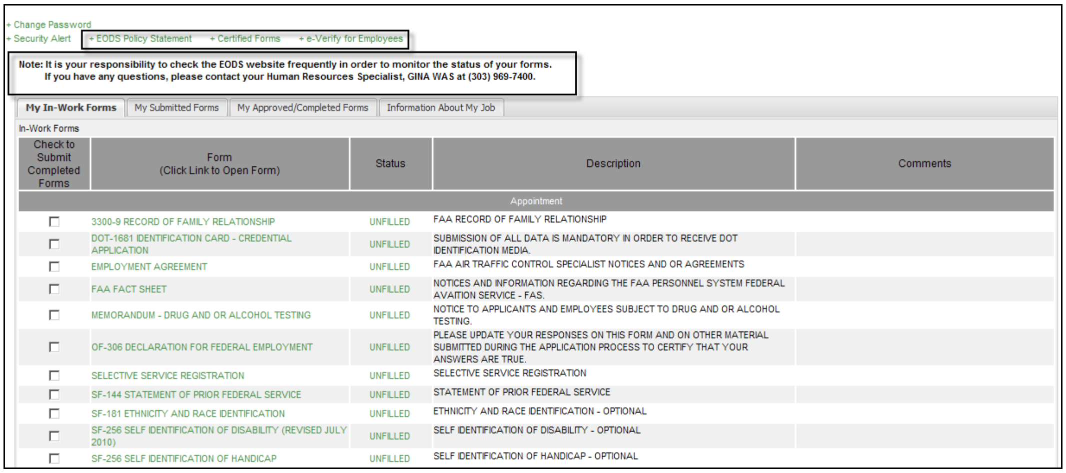


EODS Contact Information Verification Page

FORMS SCREEN

Once the selectee saves their contact/background information, they are directed to the Forms screen to start completing their forms. There are specific forms that require the user to electronically sign and certify the form before it can be submitted. The Forms screen in EODS is the selectee's dashboard for their hiring documentation.

At the top of this forms screen, there are links for the EODS Policy Statement, Certified Forms and e-Verify for Employees (see Figure below). There is also a note to remind new hires of their responsibility to frequently monitor the status of their forms and to direct any questions to the HR POC.


+ Change Password
+ Security Alert + EODS Policy Statement + Certified Forms + e-Verify for Employees

Note: It is your responsibility to check the EODS website frequently in order to monitor the status of your forms. If you have any questions, please contact your Human Resources Specialist, GINA WAS at (303) 969-7400.

My In-Work Forms | My Submitted Forms | My Approved/Completed Forms | Information About My Job

In-Work Forms

Check to Submit Completed Forms	Form (Click Link to Open Form)	Status	Description	Comments
	Appointment			
☐	3300-9 RECORD OF FAMILY RELATIONSHIP	UNFILLED	FAA RECORD OF FAMILY RELATIONSHIP	
☐	DOT-1681 IDENTIFICATION CARD - CREDENTIAL APPLICATION	UNFILLED	SUBMISSION OF ALL DATA IS MANDATORY IN ORDER TO RECEIVE DOT IDENTIFICATION MEDIA.	
☐	EMPLOYMENT AGREEMENT	UNFILLED	FAA AIR TRAFFIC CONTROL SPECIALIST NOTICES AND OR AGREEMENTS	
☐	FAA FACT SHEET	UNFILLED	NOTICES AND INFORMATION REGARDING THE FAA PERSONNEL SYSTEM FEDERAL AVAITION SERVICE - FAS.	
☐	MEMORANDUM - DRUG AND OR ALCOHOL TESTING	UNFILLED	NOTICE TO APPLICANTS AND EMPLOYEES SUBJECT TO DRUG AND OR ALCOHOL TESTING.	
☐	OF-306 DECLARATION FOR FEDERAL EMPLOYMENT	UNFILLED	PLEASE UPDATE YOUR RESPONSES ON THIS FORM AND ON OTHER MATERIAL SUBMITTED DURING THE APPLICATION PROCESS TO CERTIFY THAT YOUR ANSWERS ARE TRUE.	
☐	SELECTIVE SERVICE REGISTRATION	UNFILLED	SELECTIVE SERVICE REGISTRATION	
☐	SF-144 STATEMENT OF PRIOR FEDERAL SERVICE	UNFILLED	STATEMENT OF PRIOR FEDERAL SERVICE	
☐	SF-181 ETHNICITY AND RACE IDENTIFICATION	UNFILLED	ETHNICITY AND RACE IDENTIFICATION - OPTIONAL	
☐	SF-256 SELF IDENTIFICATION OF DISABILITY (REVISED JULY 2010)	UNFILLED	SELF IDENTIFICATION OF DISABILITY - OPTIONAL	
☐	SF-256 SELF IDENTIFICATION OF HANDICAP	UNFILLED	SELF IDENTIFICATION OF HANDICAP - OPTIONAL	

EODS Employee Links

➢ The EODS Policy Statement link will provide the user a snapshot of the Rules of Behavior, Terms and Conditions, etc. that was previously electronically consented to by the selectee (see Figure below).

Rules of Behavior

Access to this system has been granted by your employing agency. The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with your agency's hiring process to allow you to securely complete hiring documents on–line. Use by anyone other than yourself is expressly prohibited. By use of this system, you agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on the system to allow others to utilize this system on your behalf.

I understand that, when using this system, I am personally accountable for my actions and that I must:

Log–off the system when not in use.
Refrain from leaving my password near the workstation area.
Avoid leaving printed documents unattended or unsecured.
Immediately contact my agency point of contact, regarding any suspected violation or breach of system security.
Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation.

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that my agency reserves the right, to terminate or suspend my access and use of this system without notice, if there is a violation of these Rules of Behavior.

Privacy Act Notice

Access to this information is limited to only those who have a need for the information in the performance of their official duties. Disclosure without the consent of the subject of the information is restricted unless required by the Freedom of Information Act; to those listed in an appropriate Federal Register System of Records Notice under the "routine use" section; for the purposes identified in that section; and to those identified in 43 C.F.R. 2.56.

These records may not be altered or destroyed except as authorized by 43 C.F.R. 2.52. Please contact your agency Human Resources Office for advice on disclosure restrictions.

CRIMINAL PENALTIES FOR DISCLOSURE: The Privacy Act contains provisions for criminal penalties for knowingly and/or willfully disclosing information from this system unless properly authorized.

Terms and Conditions of Use

This U. S. Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the Government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review and action by all authorized Government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

☑ **I consent to the following:**

I have reviewed information for the above Rules of Behavior, Terms & Conditions, Privacy Act Notice and acknowledge that the electronic signature/approval is equivalent of signing each form.

I understand there can be consequences for stating fraudulent information.

I give consent to the release of information as appropriate (i.e. HR staff, Federal, State or local investigators).

Date/Time Electronic Consent Provided: 10/13/2010 06:03:44

Close

EODS Policy Statement

- The selectee can view the Certified Forms link to displays each form's history as well as the status of his/her certified forms (see Figure below). This history will display the date and time that each form was signed and certified.

Certified Forms

Form Name/Description	Certification Date/Time	Certification Signed By	Electronically Signed Date/Time	Electronically Signed By
SF-1199A DIRECT DEPOSIT SIGNUP FORM	10/13/2010 06:04	Electronically certified by Henry Winkle	10/13/2010 06:04	Electronically signed by Henry Winkle

I have previously certified on each form listed above, the following certification statements:

- "I certify that I have reviewed the information provided in the form(s) and acknowledge that electronic approval is the equivalent of signing each form."
- "I understand there may be consequences for misstating information on my forms."
- "Prior to signing this form electronically, I certify I have reviewed the completed form and the data provided is accurate."
- "I certify that, to the best of my knowledge and belief, all of the information on this form is true, correct, complete, and made in good faith."
- You may save and/or print this confirmation page for your records.

Close

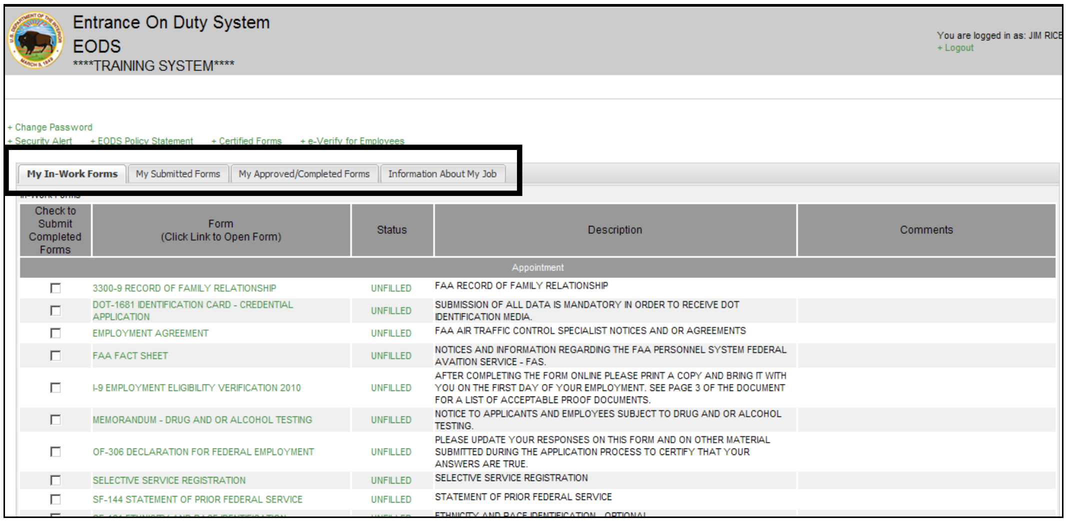
Certified Forms List

- The e-Verify link directs the selectee to the U.S. Citizenship and Immigration Services page for employees (see Figure below).

e-Verify for Employees

Note: Where applicable, functionality is provided at the top of the EODS screen for each agency to include a link to their New Employee Orientation website.

There are four tabs on the Forms screen: My In-Work Forms, My Submitted Forms, My Approved/Completed Forms, and Information About My Job (see Figure below). Each tab is detailed on the following pages.

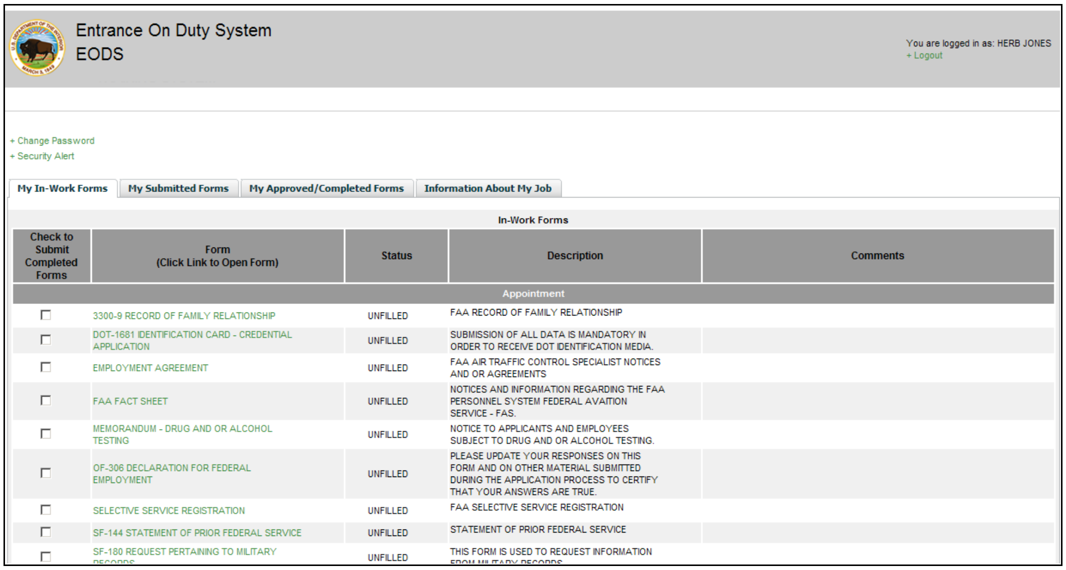


EODS Forms Screen

Printing in EODS:

The user can print completed or blank forms by clicking on the form name (which is hyperlinked). In order to protect the selectee's privacy, their social security number (SSN) is not displayed while viewing the form in EODS; however, the SSN it is displayed on the printed form.

My In-Work Forms Tab



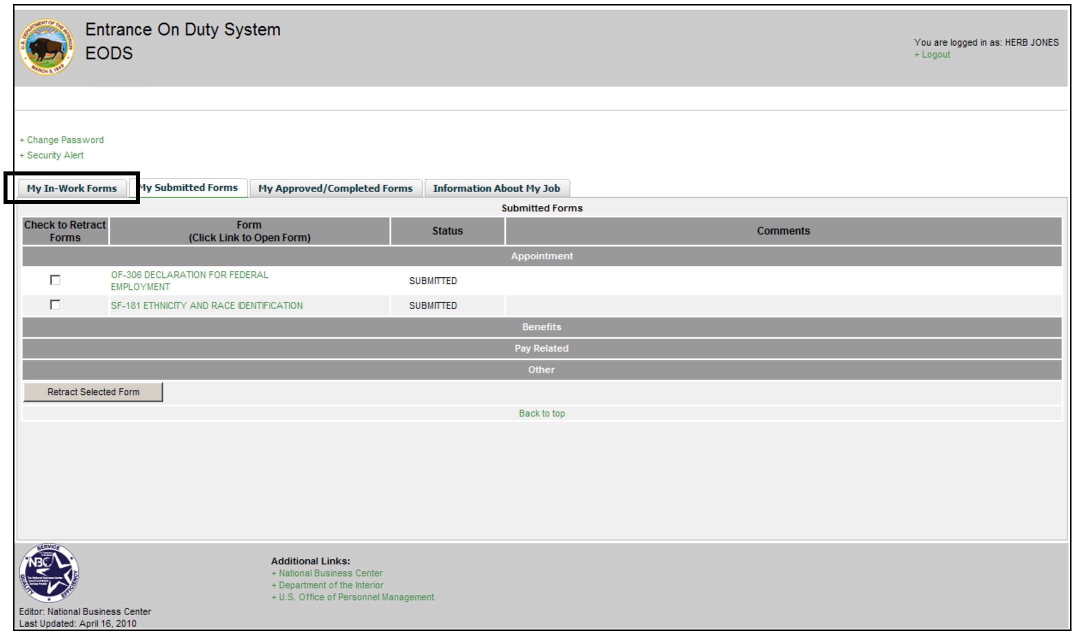
My In-Work Forms Tab

The In-Work Forms tab provides a list of all the forms the selectee is required to complete (see Figure above). The information is organized in columns to help the selectee navigate the page. If the HR Rep wishes to send an additional form that was not initially assigned, simply click the box for that form then 'Save and Refresh' the page. The new form will be added to the new user's 'In Work' forms tab. The columns are as follows:

- **Check to Submit Completed Form**. This checkbox is used by the selectee when they submit a form.
- **Form**. This is the employment form number or documentation title. To open the form, the selectee must click the form name/number.
- **Status**. This column provides the selectee information on the status of their forms. Note: These statuses are also visible to the HR Representative on the Hiring Doc screen in WTTS. The statuses are as follows:
  - *Unfilled*. Indicates the employee has not opened and saved the form
  - *In-Work*. Indicates the employee has opened and saved the form
  - *Rejected*. Indicates the HR Representative has "returned" (rejected) the form back to the selectee
- **Description**. Provides the form number or a short description of the form.
- **Comments**. Where the HR Representative can provide forms-related comments for the new hire to read.

MY SUBMITTED FORMS TAB

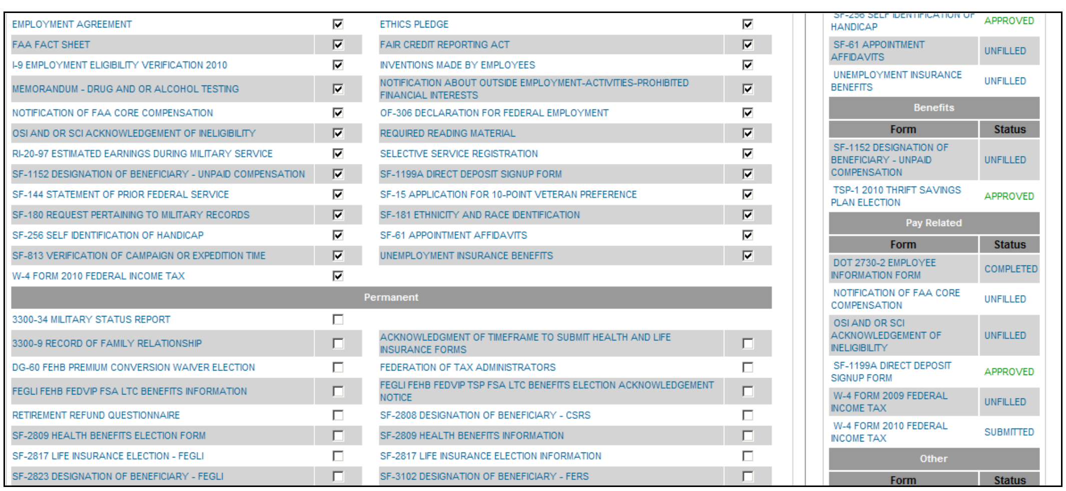
The My Submitted Forms tab lists each of the forms a selectee has submitted to HR (see Figure below). A form can be retracted by the selectee up to the point that it has been approved. Once a form has been approved, it cannot be retracted.



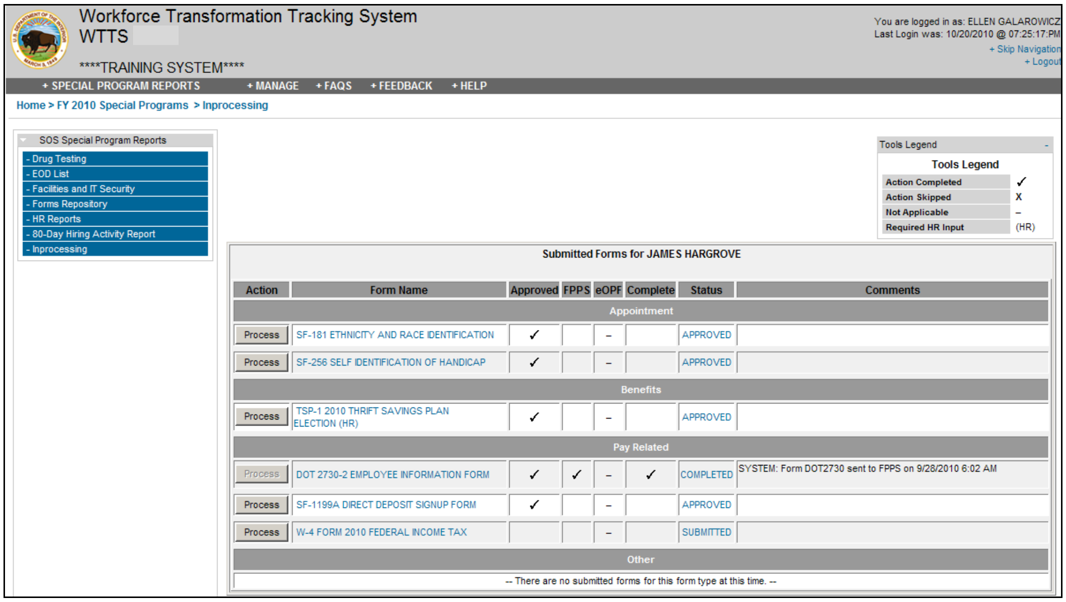
My Submitted Forms Tab

To retract a form, the selectee selects the checkbox beside the form number and then clicks the "Retract Selected Form" button.

Once the selectee submits a form, the HR Representative can sign into WTTS and view the submitted form from either the Hiring Doc tab (See Figure below) or the In-Processing report (See 2nd Figure below).



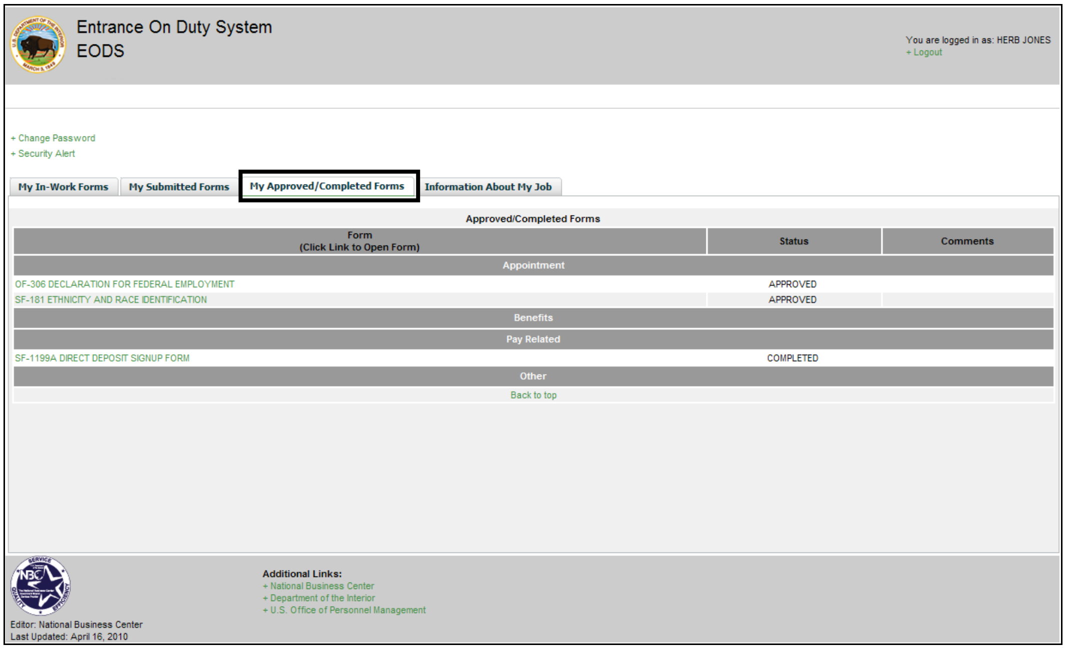
Hiring Doc Tab



In-Processing Report

MY APPROVED/COMPLETED FORMS TAB

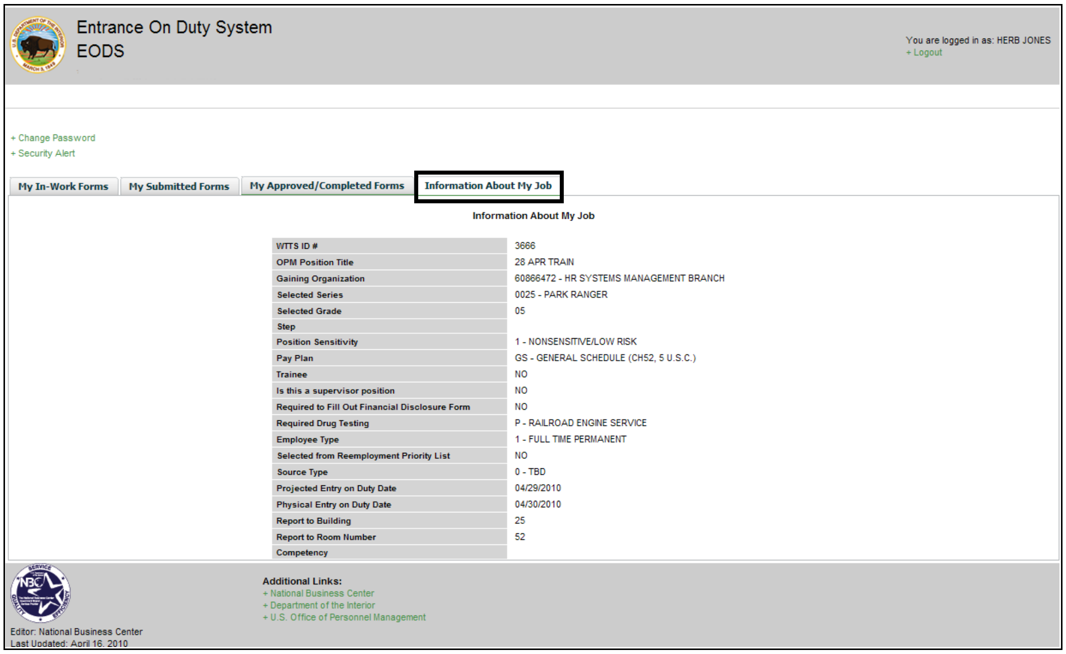
The My Approved/Completed Forms tab provides the selectee a list of forms that have been Approved and/or Completed by HR (see Figure below). This tab is the means by which a selectee can track HR's actions on their forms.



My Approved/Completed Forms Tab

INFORMATION ABOUT MY JOB TAB

This tab provides the selectee information about their job (see Figure below). Information on this tab is populated from screens completed in WTTS.



Information About My Job Tab

Chapter 7: Interface to Personnel Security Tracking System (PSTS)

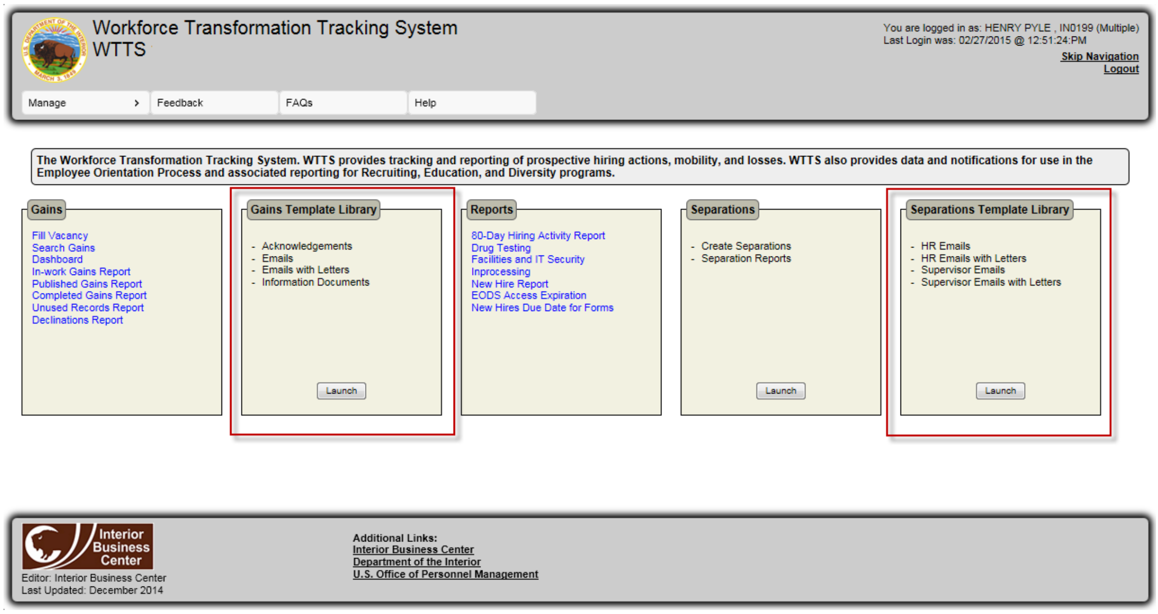
Interface to Personnel Security Tracking System (PSTS)

This feature provides the ability to send and receive new hire information to and from WTTS and a customer's Personnel Security Tracking System (PSTS). Customers that are implemented with this feature will be provided with the means to send and receive the information between systems. Fields from a number of different tabs within WTTS can be sent to a customer's PSTS. Fields that are "Required for Interface to PSTS" are denoted by a "+".

Chapter 8: Template Libraries

Overview

There are two Template Libraries that can be accessed from the WTTS home screen, the Gains Template Library and the Separations Template Library. A user with Template Library access will see the following modules on their WTTS Home Page.



WTTS Home Screen, Gains and Separations Template Libraries

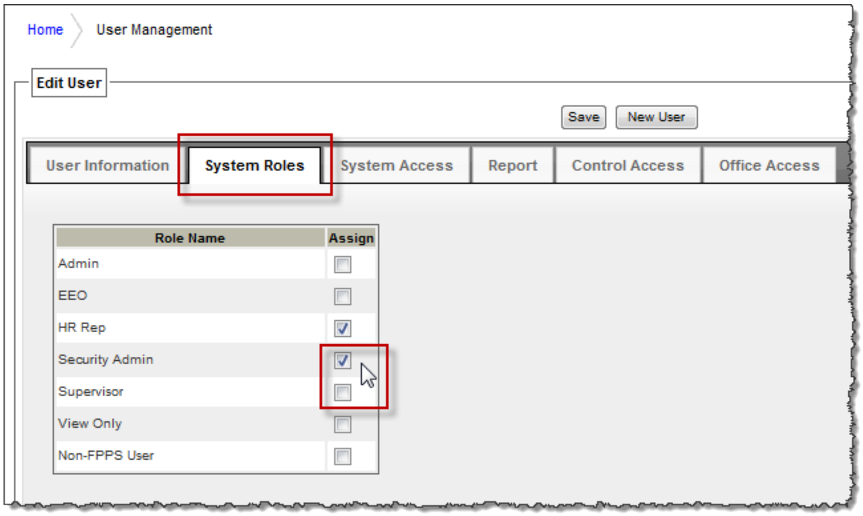
Launching one of the Template Libraries allows the user to create new templates and edit existing templates. The Gains Template Library is used for pre-employment and new hire communication. The Separations Template Library is used for communication related to employees being separated from government employ. There are four template types in each library, described in detail below.

Access to the Template Libraries

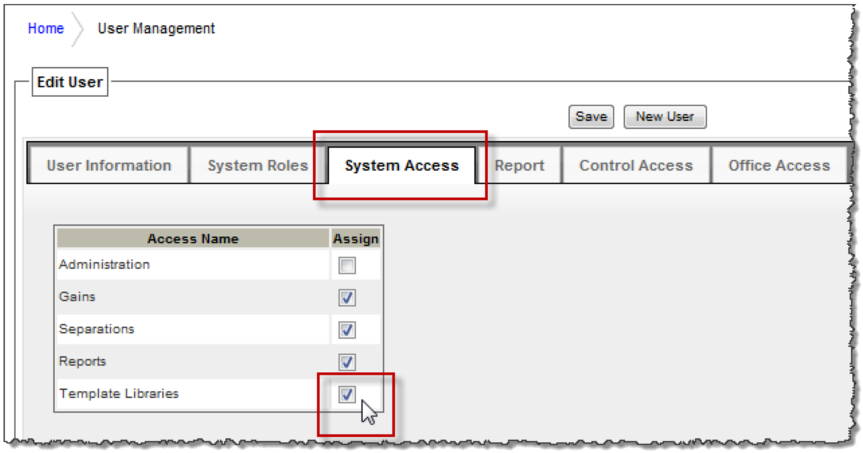
A user with Security Admin Role, by default, has access to the Template Library and they can "assign" the Template Library to other users assigned the HR role.

Access to the Template Libraries allows the assigned user to Edit/Save Master Templates to create Agency unique templates.

Note: All HR users may utilize and edit templates within a specific WTTS Record but a template in the library can only be modified by those with access to the Template Library.



User Management, System Roles, Security Admin



User Management, System Access, Template Libraries

The Gains Template Library

There are four template types in the Gains Template Library – Acknowledgements, Emails, Emails with Letters, and Information Documents. Each template type is described below.

Acknowledgments

Acknowledgments are information documents that require a signature and can be assigned to a selectee as a way to obtain their acknowledgement that they have read the document before their entrance on duty.

Emails

Emails are simply that – email templates used for communication with a selectee.

Emails with Letters

Emails with Letters are emails that include an attachment with the email.

Information Documents

Information Documents are documents that can be assigned to a selectee for important instruction or information that a new employee needs to know before entrance on duty.

The Separations Template Library

There are four template types in the Separations Template Library – Acknowledgements, Emails, Emails with Letters, and Information Documents. Each type will be discussed in detail.

HR Emails

HR Emails, the same as Emails in the Gains Template Library, are used by HR Specialists for email communication with the separating employee.

HR Emails with Letters

HR Emails with Letters are the same as HR Emails with the addition of an attachment to the email.

Supervisor Emails

Supervisor Emails are the same as HR Emails but are used by those assigned the Supervisor role, rather than the HR Rep role.

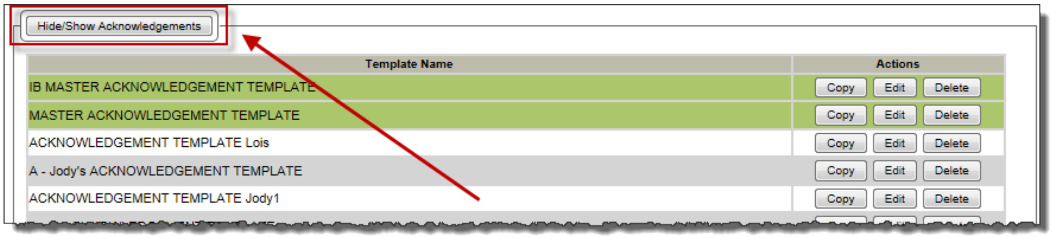
Supervisor Emails with Letters

Supervisor Emails with Letters are the same as HR Emails with Letters but are used by those assigned the Supervisor role, rather than the HR Rep role.

Working in the Template Libraries

If you are a Security Admin or an HR Specialist with access to the Template Libraries, following are the steps to working with the templates.

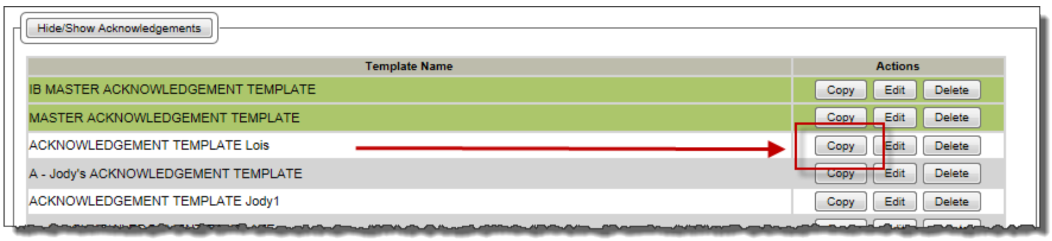
- Launch the one of the Template Libraries from the WTTS Home Page.
- Click the Show/Hide button on each Section header to expand or contract the pane.



Gains Template Library, Hide/Show Button

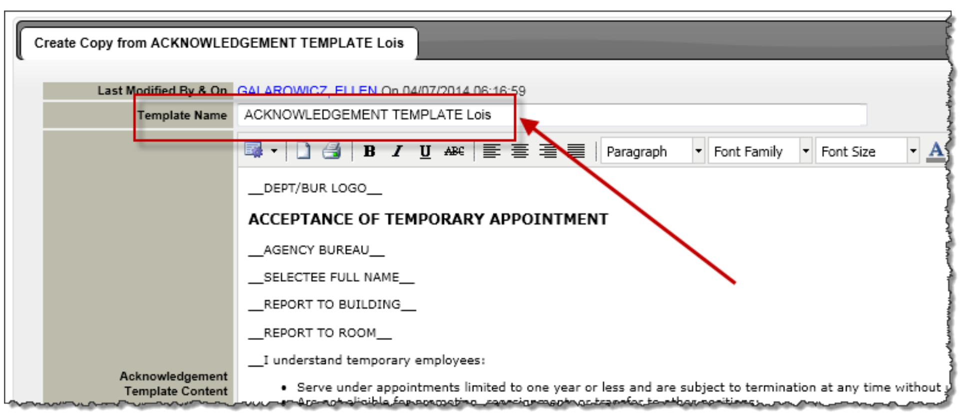
CREATE AN AGENCY-UNIQUE TEMPLATE

- Click the "Copy" button for one of the existing templates.

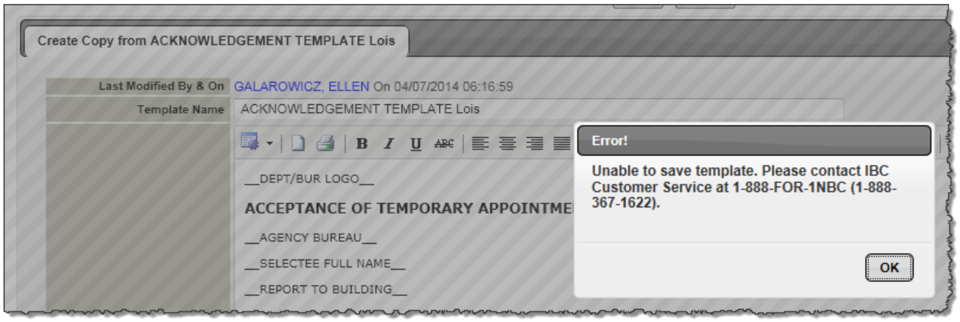


Copy Template

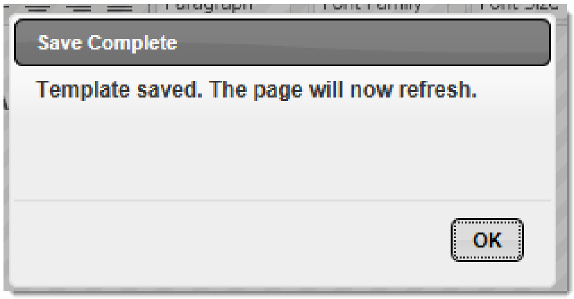
- When the template opens, rename the template. The user can save the new template with or without changes to the body of text as an Agency Unique Template by giving the template a new name. (Be sure to give thought to naming conventions!)



- Click the "Save" button – If you haven't changed the Template name, you get an message. **Do not use "Master"** in the name



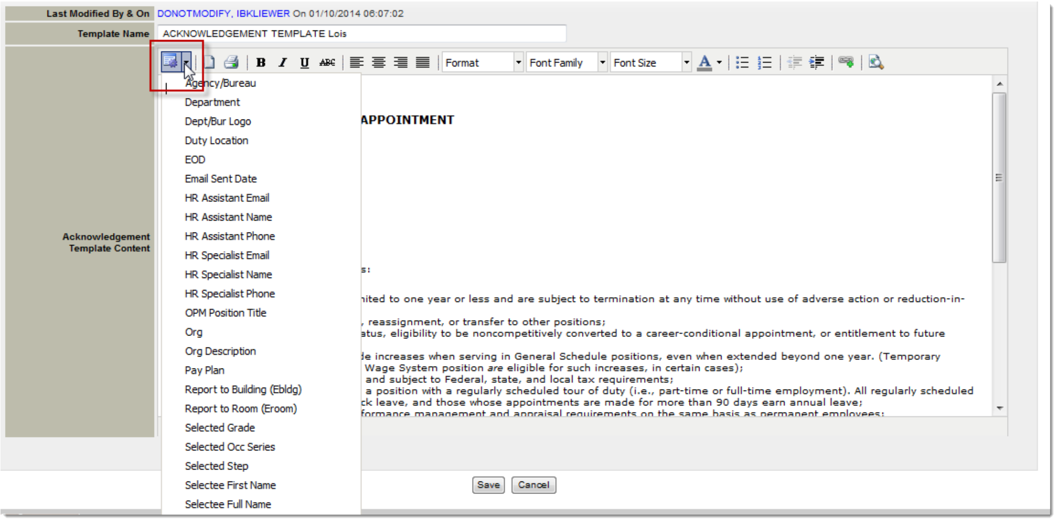
- ➢ Rename, then click "Save"
- ➢ You will receive a confirmation message that the Agency unique template was saved



- ➢ The Agency Unique Template is now displayed in the library

Modify a Template

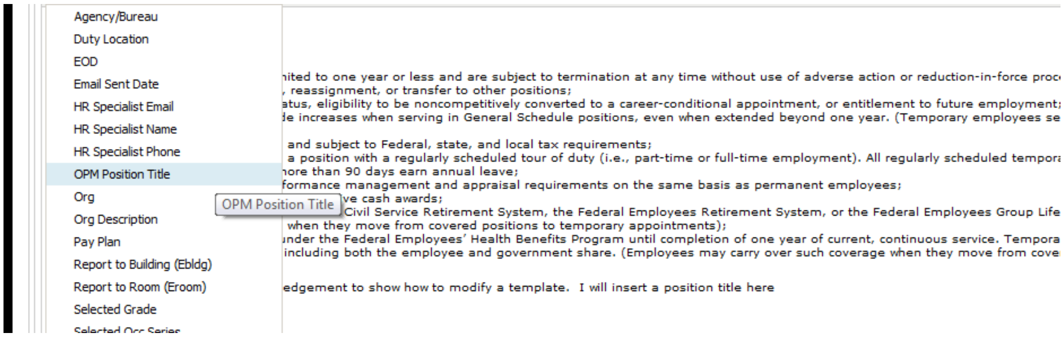
To use the Data Fields feature to modify a Template, open a Template by clicking the "Edit" button. Click the "Data Fields" icon on the menu bar to display a list of fields that can be inserted into the Template. When the Template is used in WTTS, the field name will be replaced by the value in the WTTS record. For example, if you insert "Report to Building" and "Report to Room" into the Template, when the HR specialist uses this Template in WTTS, the Building/Room number entered on the Hiring Doc tab in WTTS will be displayed in the Acknowledgement.

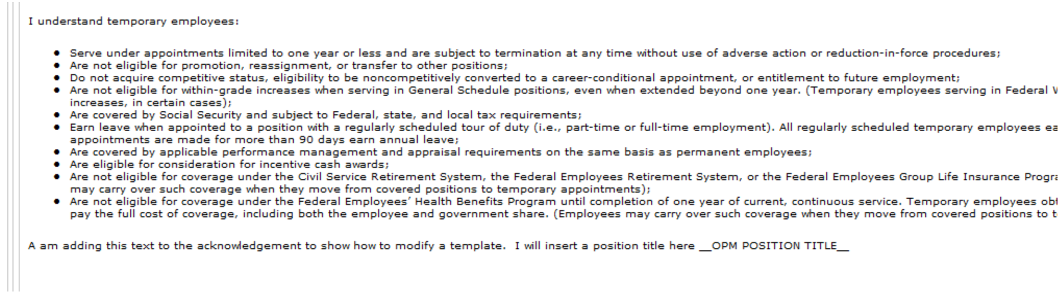


Edit Template, Data Fields Icon

➢ Add a field to an existing Template (This is the Master Acknowledgement Template):

- Click the "Data Fields" icon to display list of fields
- Position cursor where you want to insert the field
- Click the field name
- Field is inserted into template





The same business rules hold true for Emails, Emails with Letters, and Information Documents in the Gains Template Library and for the HR Emails, HR Emails with Letters, Supervisor Emails, and Supervisor Emails with Letters in the Separations Template Library.

DATE

Dear __SELECTEE NAME__

It is my pleasure to welcome you as a new employee of the __AGENCY/BUR__.

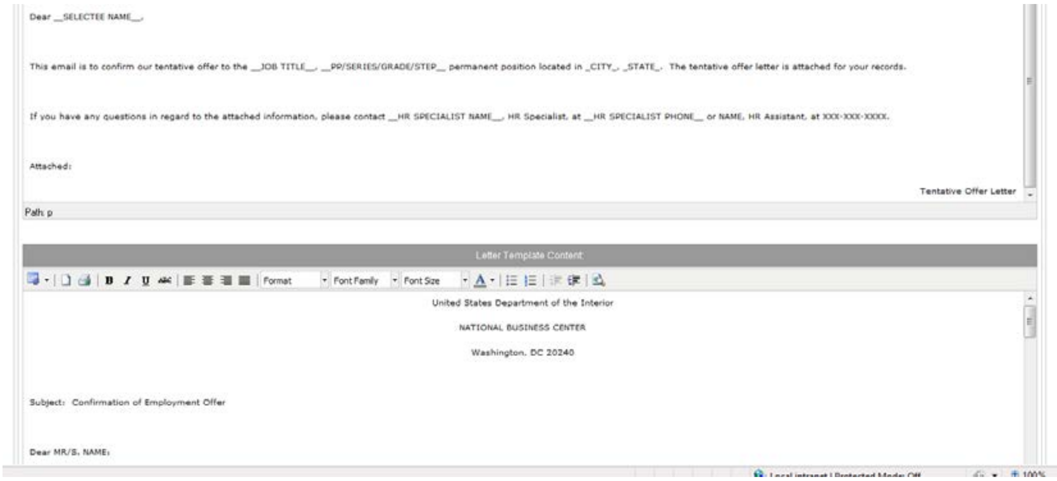
Your first day on duty with the NRC will be _PYSICAL_EOD_DATE_. On this date, please report to the _REPORT_TO_BUILDING_, at <fill in time>. A representative from the Office of the Chief Human Capital Officer will escort you to the employee orientation and security briefing session for new employees.

If you have questions or need assistance, please contact me on __HR SPECIALIST PHONE__ or at __HR SPECIALIST EMAIL__.

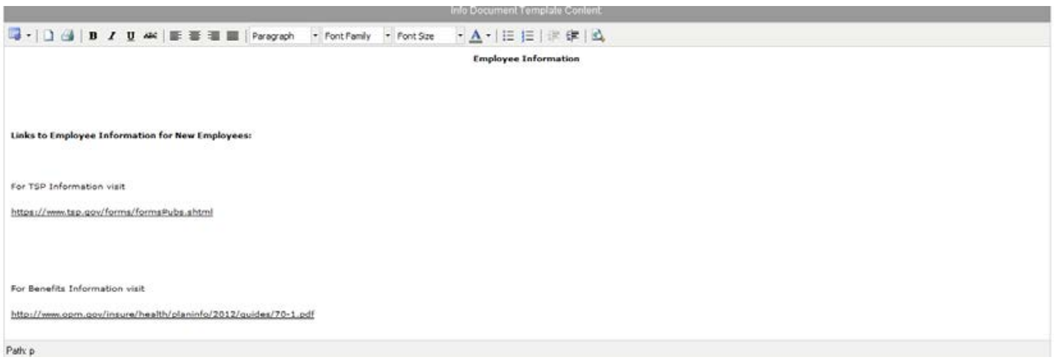
Path: p

Save Cancel

Master email Template



Master Email with Letters Template (tentative offer)



Master Information Document Template

Using the Templates

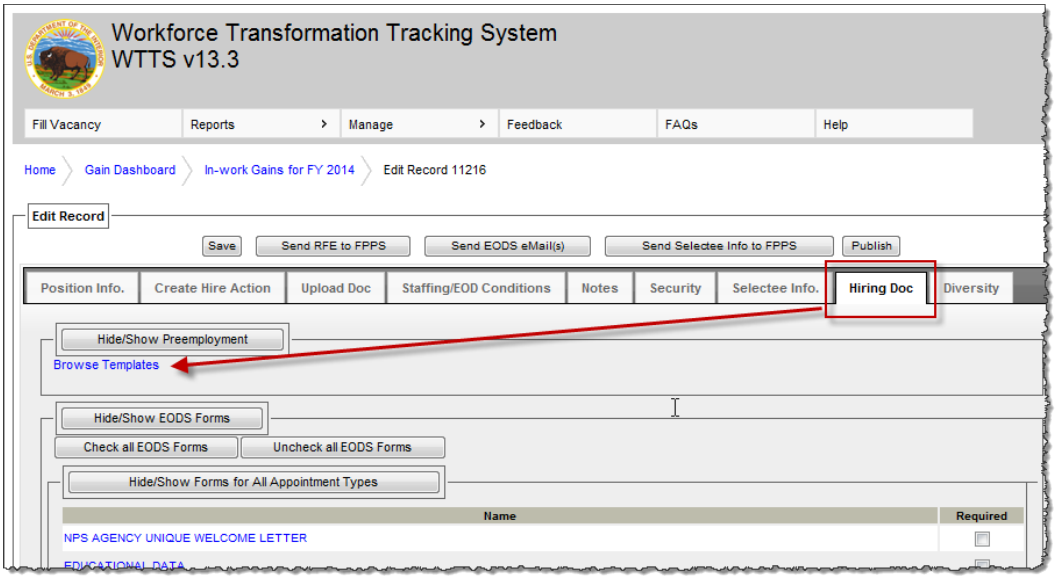
The templates are put to use in either in a Gains record for a new hire/selectee, or a Separations record for an employee being separated from government employ.

Adding Templates to a Gains Record: Preemployment on the Hiring Doc Tab

The "Preemployment" section on the Hiring Doc Tab is the place to access templates created in the Gains Template Library.

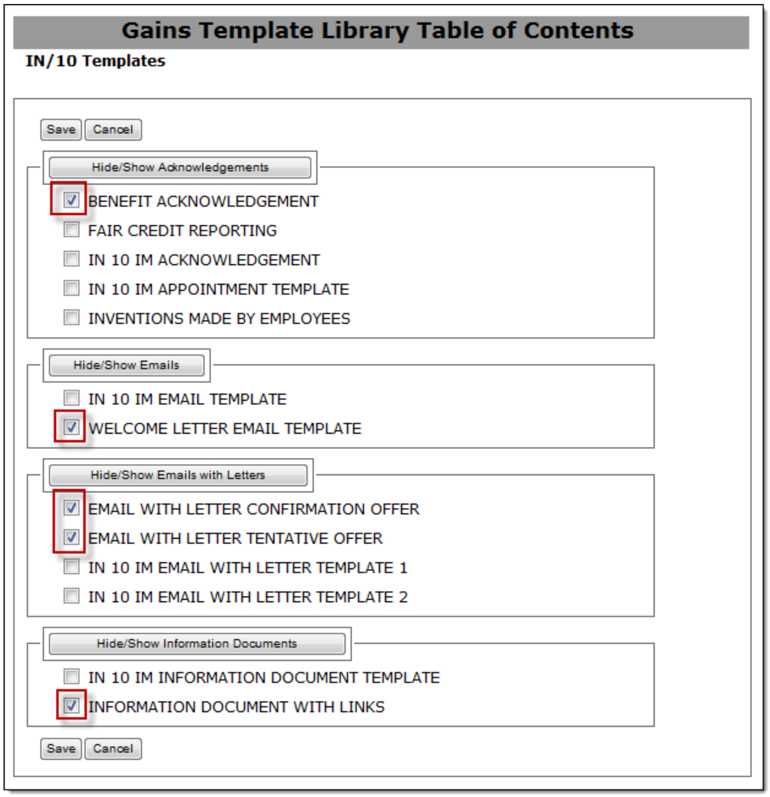
- Log into WTTS
- Access a WTTS Gains Record
- Navigate to the Hiring Doc Tab

- Click the "Browse Templates" link in the Preemployment section on the Hiring Doc tab to view existing templates and choose which template(s) you would like to add to the record.



Hiring Doc Tab, Preemployment, Browse Templates

- The Template Library opens and displays available Agency Unique Templates (Dept/Bur/SubBureau level)

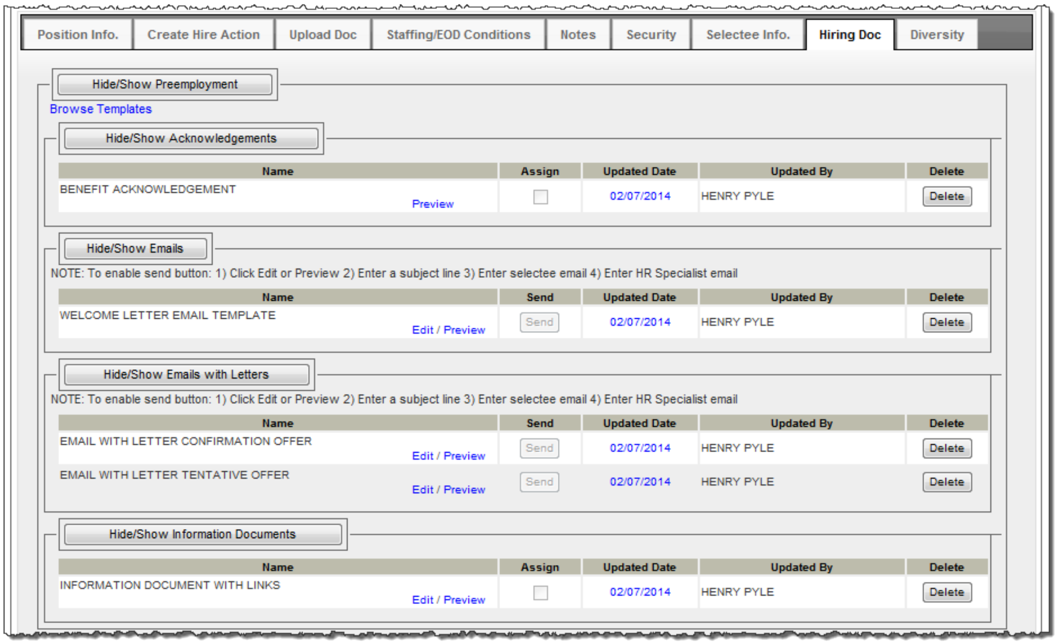


Template Library Table of Contents

➢ Hide/Show buttons can be used to collapse and expand each template section.

➢ Click the checkbox next to each template you want to add to the record and then save (see figure above).

➢ Each template selected from the library is now added to the Gains record and will be displayed in the appropriate section on the Hiring Doc Tab.

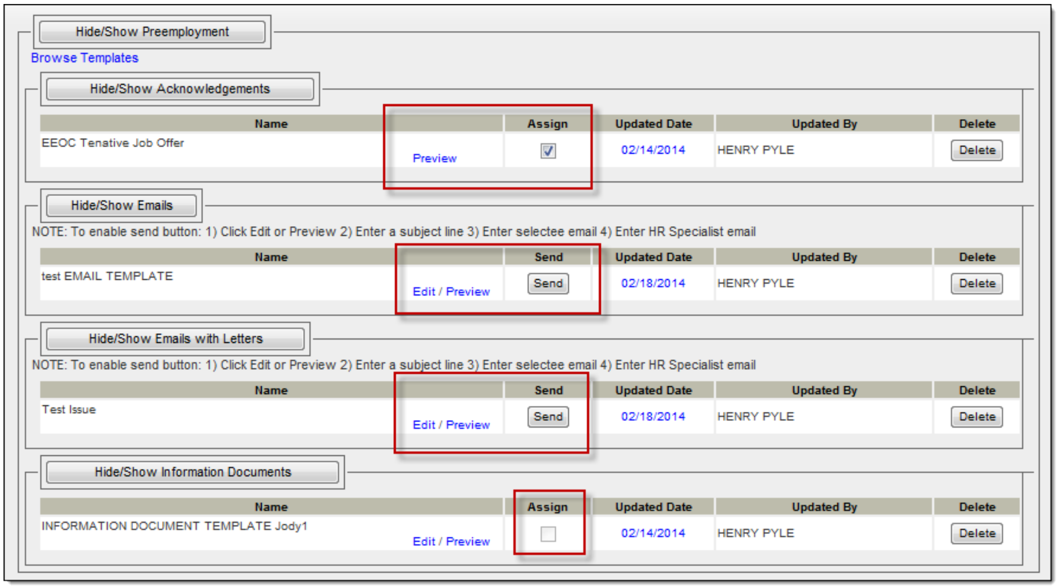


Templates added to the Record on the Hiring Doc Tab

➢ Clicking the "Preview" or "Edit" links "unlocks" the template and allows it to be assigned or sent.
Note: The Information documents do not need to be "unlocked" by "Preview" or "Edit". They are assignable without previewing or editing.

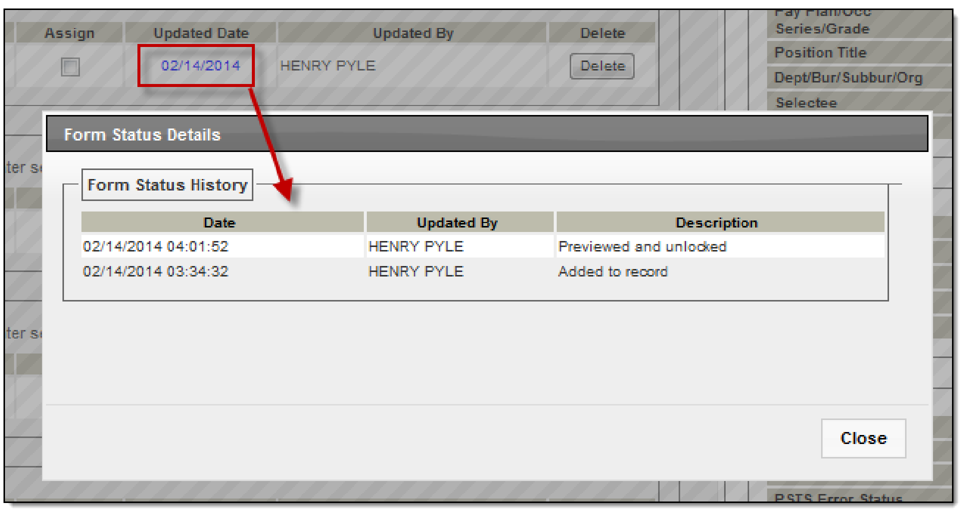
➢ The "Assign" checkboxes or the "Send" buttons will not be active unless:

- Acknowledgements: Must be previewed and the required fields must be completed.
- Emails: Must be Edited or Previewed, must have an HR Specialist's email, HR Specialists Phone Number, an EODS User's email, and a Subject Line.
- Emails with Letters: Same as emails
- Information Documents: Preview and Edit are not required before assigning. The "Assign" checkbox is always active for Information Documents.

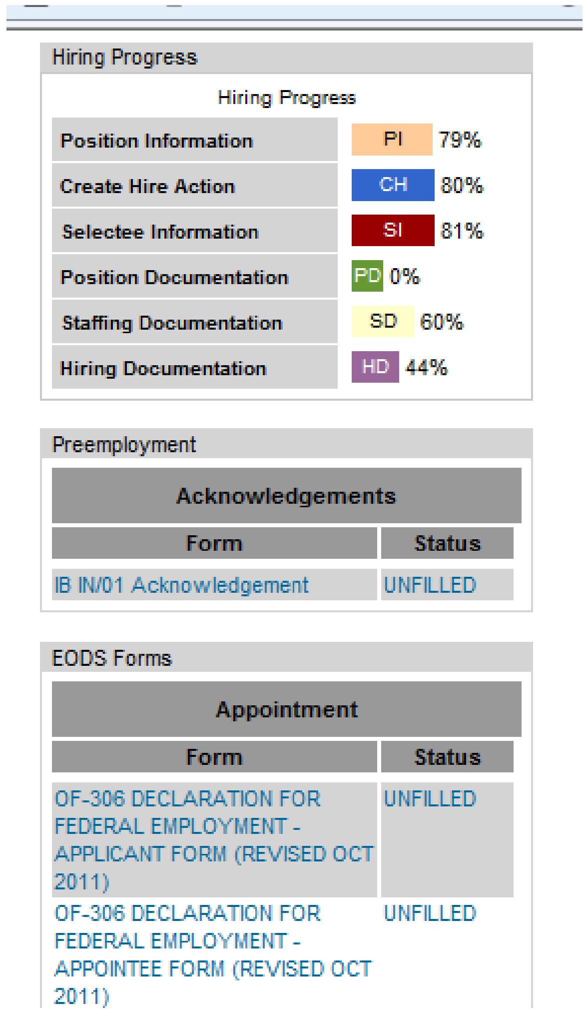


Edit and Preview Links, Active and Inactive Assign Checkbox, Active Send Buttons

- Each item has a detailed Status History. Click the Date link to display the history.



- Only Acknowledgements will be displayed on the right side of the Hiring Doc screen (not Information Documents or Emails/Emails with Letters).



- If an Acknowledgement or Information document has not been assigned, it can be deleted by clicking the Delete button.
  - Once an Acknowledgement or Information Document has been assigned they cannot be deleted; however, it can be unassigned by "unchecking" the checkbox and clicking the Save and Refresh button – this only applies if it is in an "unfilled" status.
- If an Email or Email with Letter has not been "sent", it can be deleted by clicking the Delete button. Once an Email or Email with Letter has been Sent, it cannot be deleted.
- Emails and Emails with Letters can be resent an unlimited number of times until the record is Status = B (Completed).
- Save button. You MUST click the Save button in order to "push" EODS forms (make them visible in EODS) to the user (including Acknowledgements and Information documents). This change was necessitated by the change in Publish functionality.
- The Send EODS email(s) button **ONLY** sends either the "Welcome" access emails or "Additional Form" email(s).

- To lock a person out of EODS, log on using the selectee's email address (EODS user) , any password, and their last 4 which will lock the account. Verify this by looking at the Locked User Account.
- Information Documents. The Description Line is displayed as the "Description" in EODS.   It is limited to 100 characters.

WORKING WITH ACKNOWLEDGEMENTS

Note: this record HAS NOT been published

- Click the "Preview" link to review the Acknowledgement.

- The Acknowledgement is displayed. Note: The *watermark* is an indication the Acknowledgement has not been "assigned" to the user

Letterhead (Logo)

ACCEPTANCE OF TEMPORARY APPOINTMENT

I understand temporary employees:

- Serve under appointments limited to one year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures;
- Are not eligible for promotion, reassignment, or transfer to other positions;
- Do not acquire competitive status, eligibility to be noncompetitively converted to a career-conditional appointment, or entitlement to future employment;
- Are not eligible for within-grade increases when serving in General Schedule positions, even when extended beyond one year. (Temporary employees serving in Federal Wage System position *are* eligible for such increases, in certain cases);
- Are covered by Social Security and subject to Federal, state, and local tax requirements;
- Earn leave when appointed to a position with a regularly scheduled tour of duty (i.e., part-time or full-time employment). All regularly scheduled temporary employees earn sick leave, and those whose appointments are made for more than 90 days earn annual leave;
- Are covered by applicable performance management and appraisal requirements on the same basis as permanent employees;
- Are eligible for consideration for incentive cash awards;
- Are not eligible for coverage under the Civil Service Retirement System, the Federal Employees Retirement System, or the Federal Employees Group Life Insurance Program (except that in certain cases employees may carry over such coverage when they move from covered positions to temporary appointments);
- Are not eligible for coverage under the Federal Employees' Health Benefits Program until completion of one year of current, continuous service. Temporary employees obtaining health benefits on this basis must pay the full cost of coverage, including both the employee and government share. (Employees may carry over such coverage when they move from covered positions to temporary appointments).

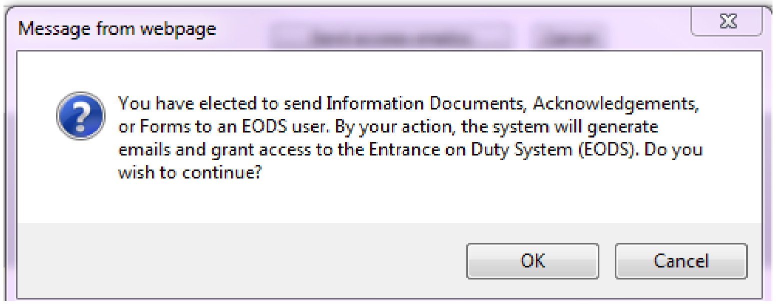
A am adding this text to the acknowledgement to show how to modify a template. I will insert a position title here TEST 306

Signature____Date____________

- When you are ready to send the Acknowledgement to the EODS user, check the Assign checkbox, then click the Save button. You **MUST** click the Save button to assign the form to the EODS user (make the form visible in EODS).

- When you are ready to notify the EODS user (either send the access 'welcome' emails or notify them of an additional form), click the Send EODS Email(s) button.

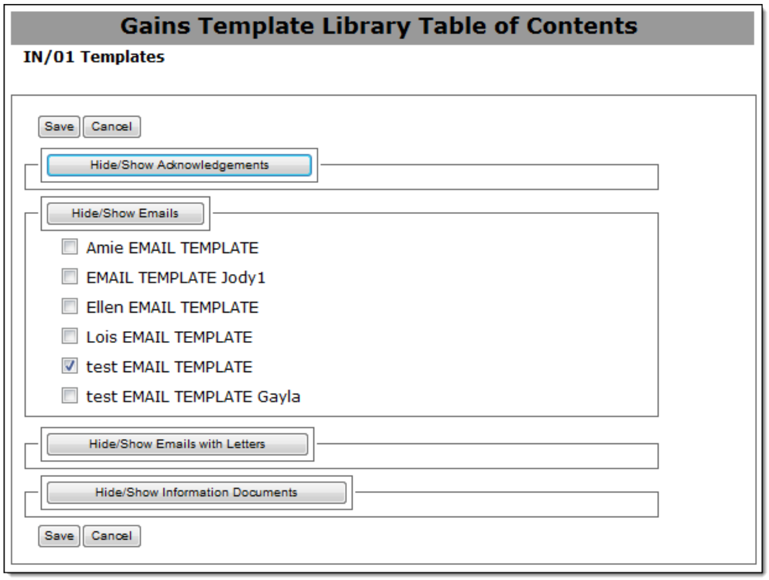
- If you are missing any of the required fields to send the EODS User their "Welcome" emails, a popup is displayed. You can either click each of the red TBDs' which will return you to the appropriate field on the screen; or, return to the appropriate screen to enter the data. The EODS user will not get their access 'welcome' emails and the Acknowledgement cannot be assigned until this data is complete.
- Once all required fields are completed, click the Send EODS eMail(s) button.
- A pop-up is displayed for the HR specialist to confirm they want to grant access to an EODS user.

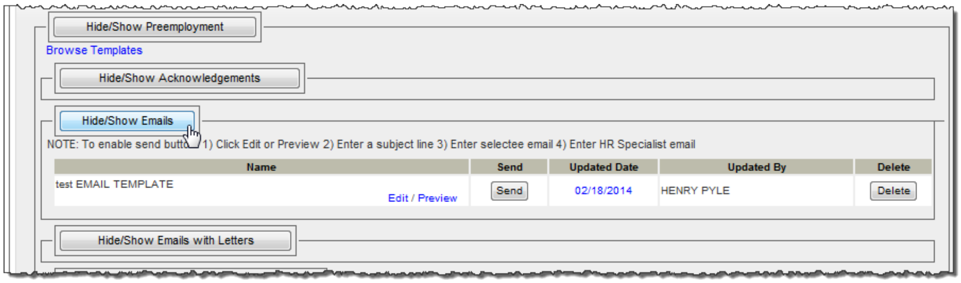


- When you click the OK button, the EODS Access (Welcome) emails are generated (same emails as today).

Working with Emails

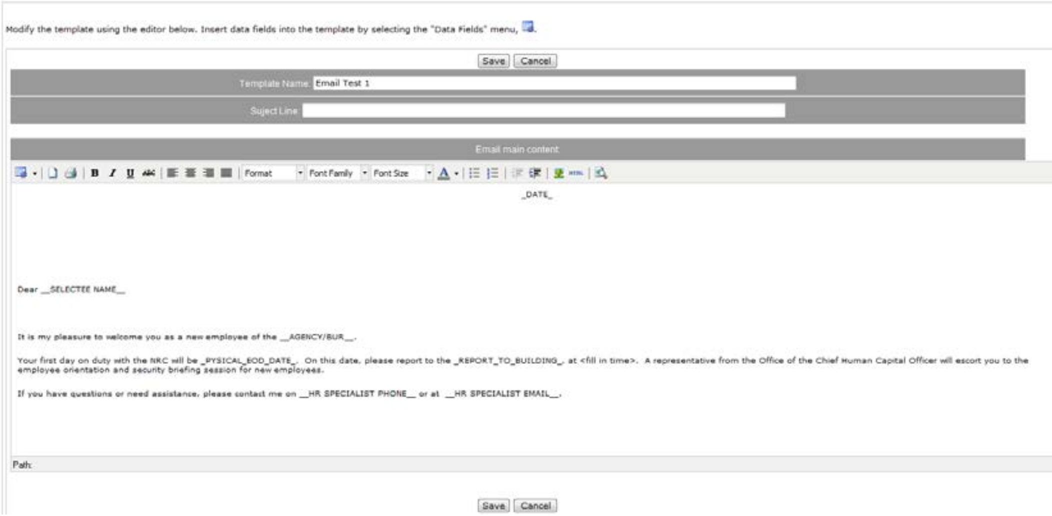
- Click "Browse Templates" to locate the email template you want to use. Select the email by clicking the checkbox. The email will be displayed on the WTTS record.





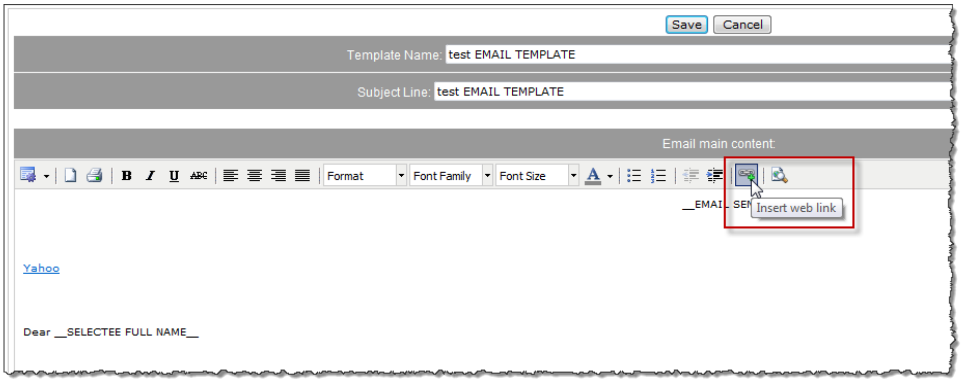
- Clicking either the Edit or Preview link (you must do one or the other) will "unlock" the email and activate the Send button.

- Click the Edit button to open the email editor. You can make changes, rename, and then save the template.

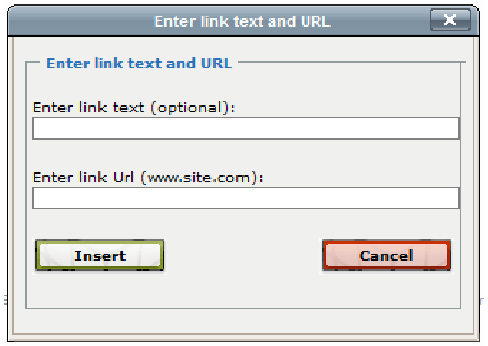


- While in the edit mode inside a template you may add a URL link in the body of the template by using the 'insert web link' tool shown below.

  This functionality can be utilized when editing the Emails, Emails with Letters and Information Documents in the Template library.

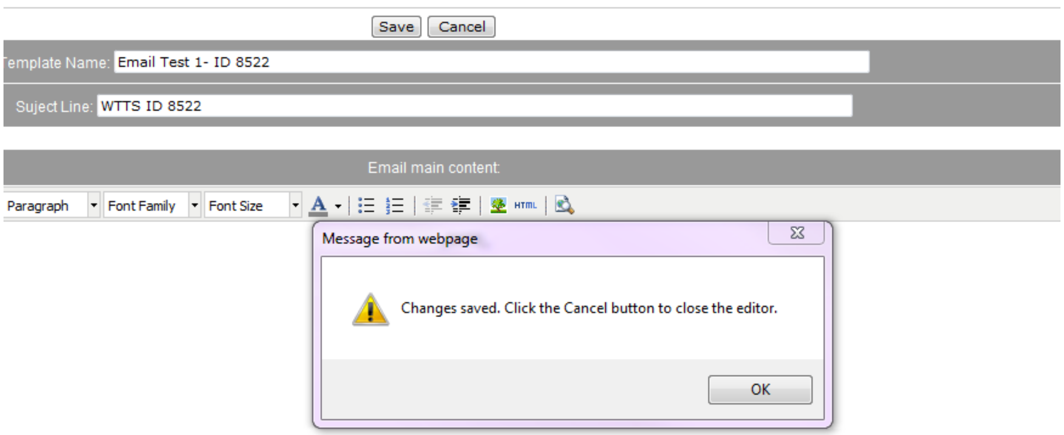


- You will then receive the pop-up below and you then can type (or paste) in your desired link in the 'Enter link URL' space, then select 'Insert'.



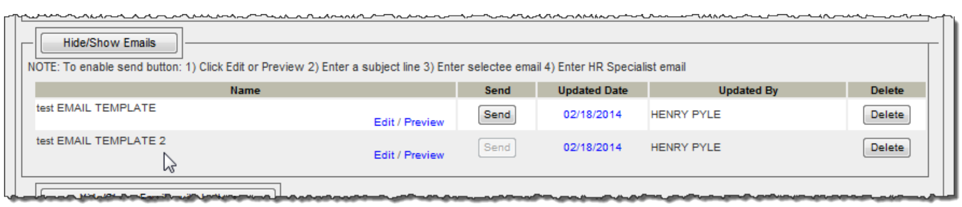
Enter Link Text and URL Popup

- When you click the Save button after editing the email, there is a popup to confirm the template was saved to the WTTS record.



- Click the Cancel button to close the editor.

- There is a new template saved in the Email Template viewing area.



- Click the Preview button to display the email that will be sent to the EODS user. NOTE: If a field is not populated in WTTS, the email will display "TBD", so **PLEASE** check the preview carefully. If something needs to be changed, use the Edit button and make modifications to your Template.

Dear MONDAY MONDAE

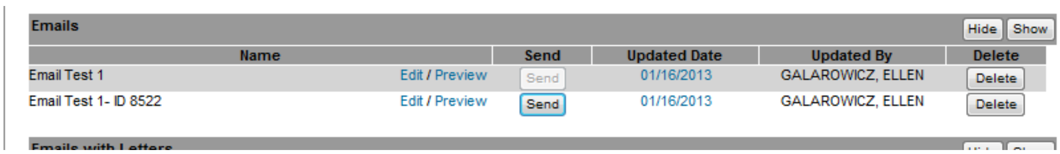
It is my pleasure to welcome you as a new employee of the __OFC OF THE SECRETARY/OFFC OF THE SEC, IBC__.

Your first day on duty with the NRC will be _TBD_. On this date, please report to the _ TBD_, at 9:00 am. A representative from the Office of the Chief Human Capital Officer will escort you to the employee orientation and security briefing session for new employees.

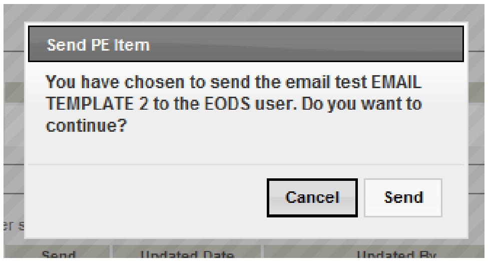
If you have questions or need assistance, please contact me on __ (303) 969-5492 or at TBD .

Note: The email **MUST** have a Subject, an HR Specialist's email address, the EODS user's email address, and the record must be "unlocked" by either using the Edit or Preview buttons to activate the SEND button.

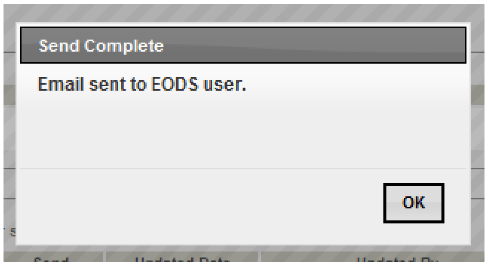
- Click the Send button



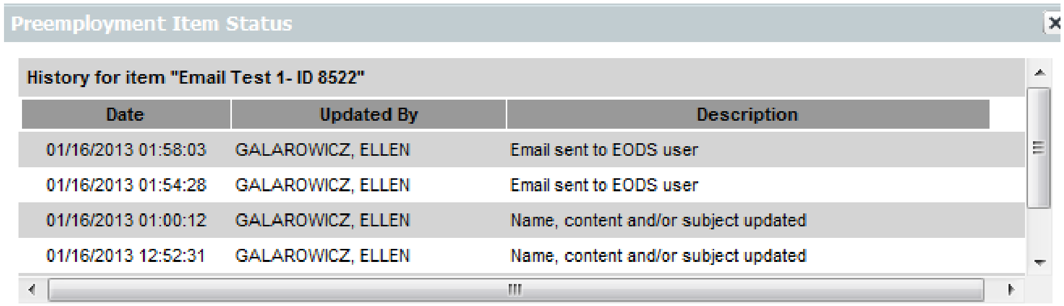
- A popup is displayed to confirm whether or not you want to send the email



- If you do not want to send the email, click the Cancel button. If you want to send the email click the Send button. A popup is displayed to show the email was sent. NOTE: The Send button stays active in case you want to resend the email.



- All activity on the email is tracked in the status history.

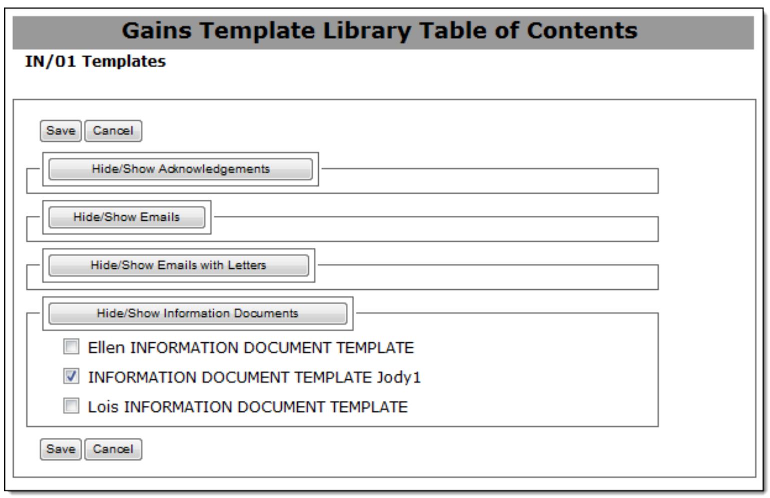


Working with Emails with Letters

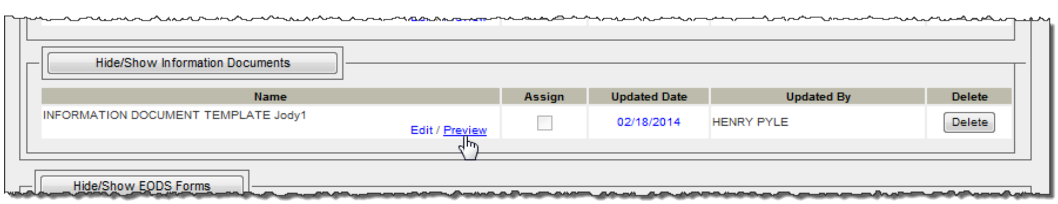
Use the same processing instructions as those shown for Emails.

Using Information Documents

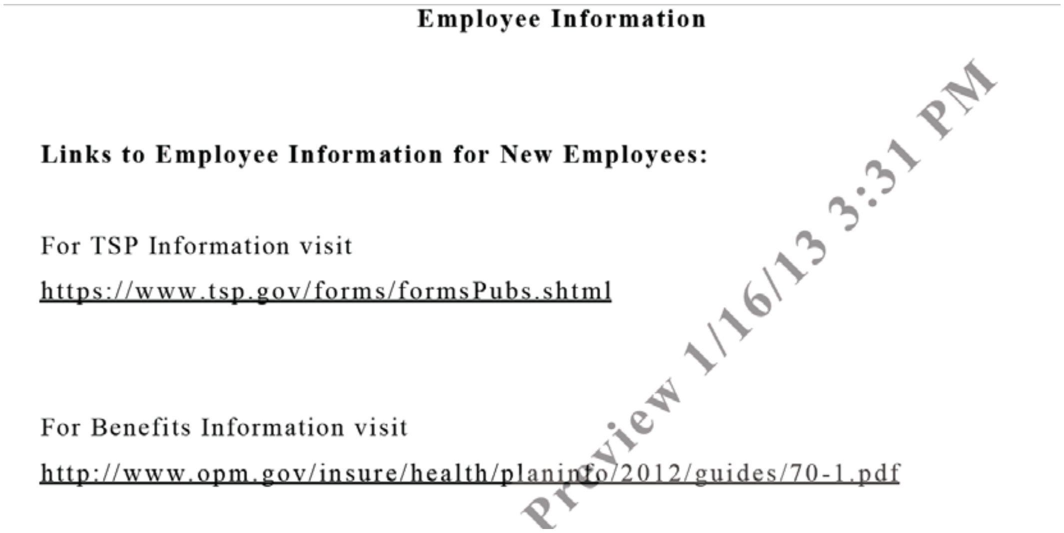
- Browse the template library as with other Preemployment items and select an Information Document.



- Click the Preview button to review the Information Document or Click the Edit button to modify the Information Document Template.



- Clicking the Edit button opens the Editor to make changes
- Clicking the Preview button opens the Information Document in a 'preview' mode


Employee Information

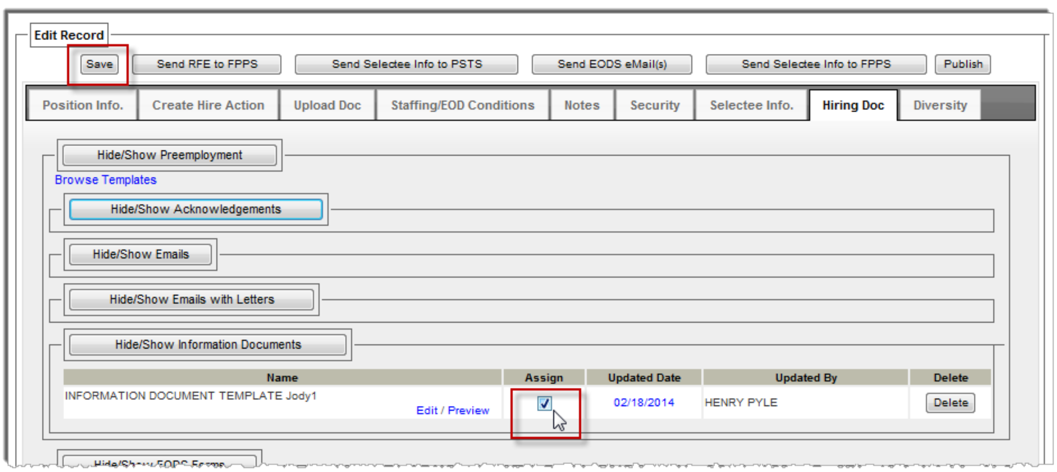
Links to Employee Information for New Employees:

For TSP Information visit
https://www.tsp.gov/forms/formsPubs.shtml

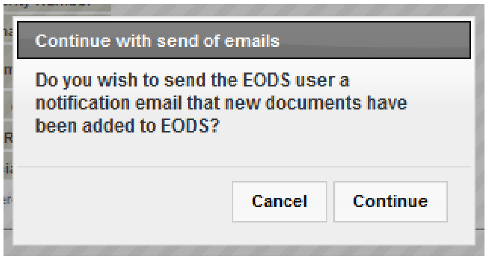
For Benefits Information visit
http://www.opm.gov/insure/health/planinfo/2012/guides/70-1.pdf

Preview 1/16/13 3:31 PM

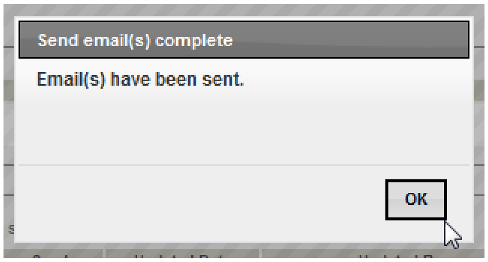
- Check the Assign button associated with the Information Document and click the Save button to 'assign' the Information Document to the EODS user (make it visible in EODS). **Note**: It is not necessary to "Edit" or "Preview" an Information Document before assigning.



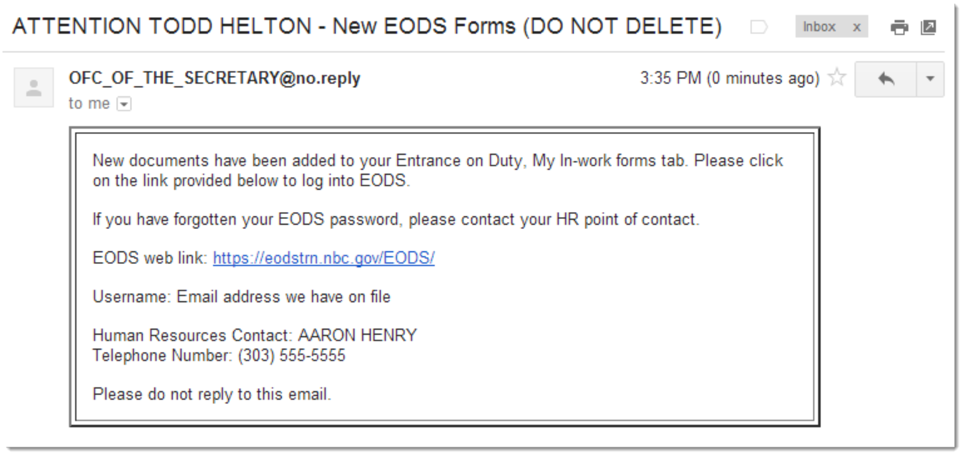
- If this is the first item assigned to the EODS user, when you click the Send EODS Email(s) button, the system will generate the two "welcome" emails. If you have previously granted the user access to EODS, when you click the Send EODS Email(s) button, the system will generate an email to the EODS user notifying them of additional forms. Sending the notification emails is optional.



- A popup is displayed to confirm the email send action.



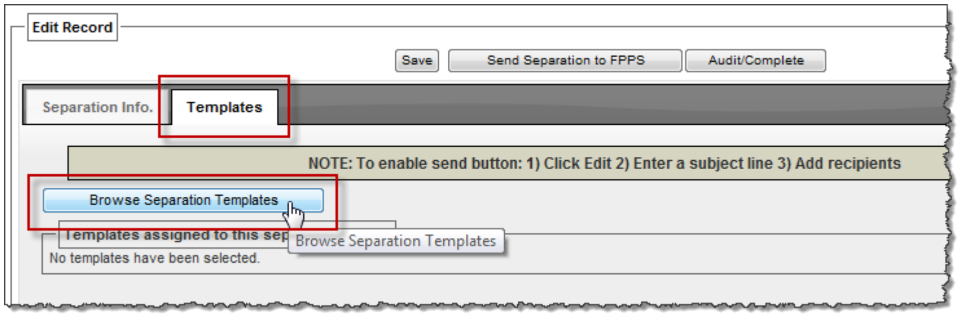
- Sample notification email that goes to EODS to alert them to a new form in EODS



Adding Templates to a Separations Record: Templates Tab

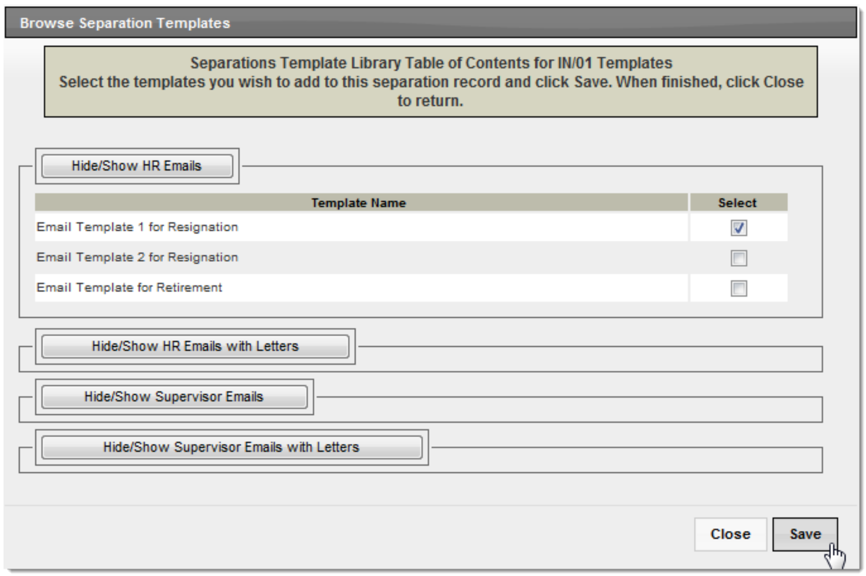
Working with HR Emails

- Working inside a Separations record, navigate to the “Templates” tab and click the “Browse Separation Templates” button to locate the HR email template you want to use.

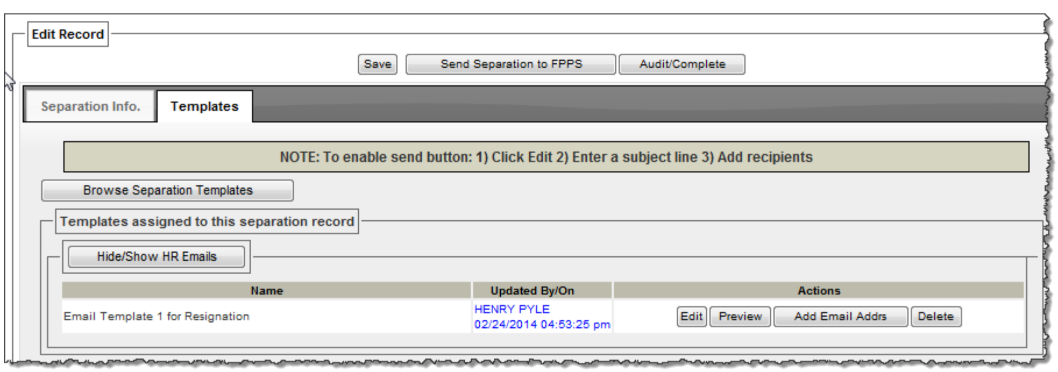


Templates Tab, Browse Separation Templates Button

➢ Select the HR email by clicking the checkbox. The HR email will be displayed on the Separations record after clicking the "Save" button. Return to the Templates Tab by clicking the "Close" button.

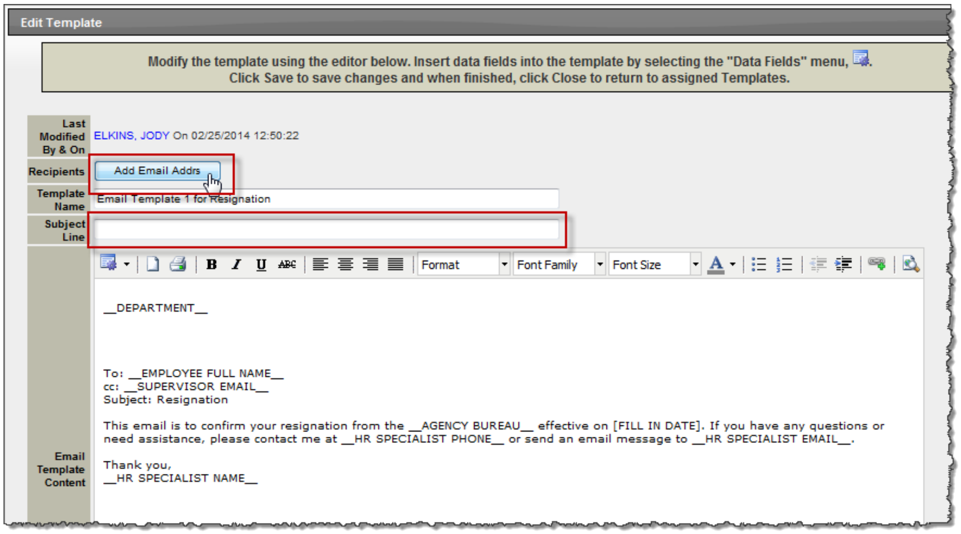


Browse Separations Templates



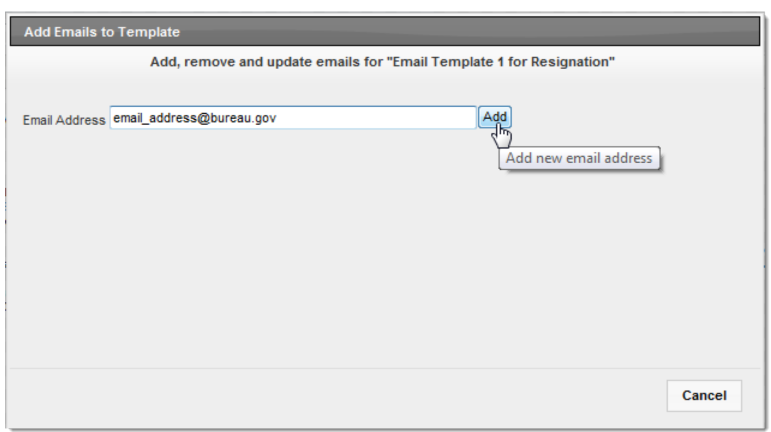
HR Email Template Saved on the Templates Tab

- Click the “Edit” button to open the HR Email editor. You can make changes, rename, and then save the template. In order to activate the “Send” button, you must add email recipients and a subject line to the HR Email and Save.



Add Email Addrs Button and Subject Line

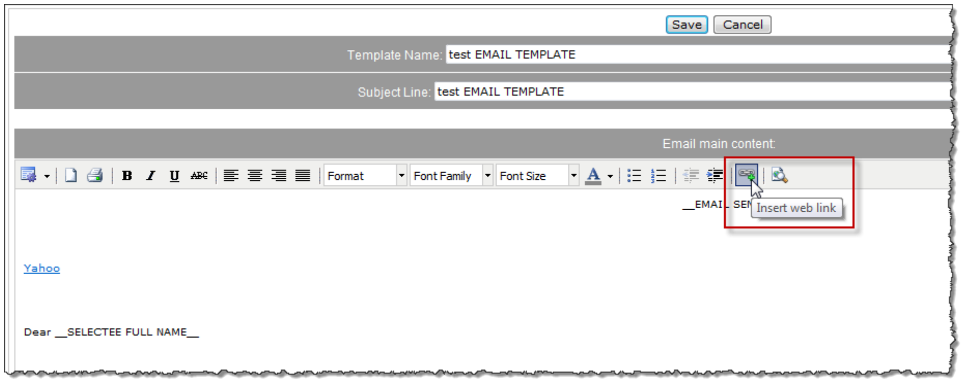
- Enter an email address after clicking the “Add Email Addrs” button. After typing in the email address, click the “Add” button. You can add a maximum of 5 email addresses. If you attempt to add a 6th email address, a pop-up will appear notifying you that, “The limit is 5 email addresses per template item. Remove an email address to add a different one.” You can remove an address by clicking the “Remove” button beside an existing address.



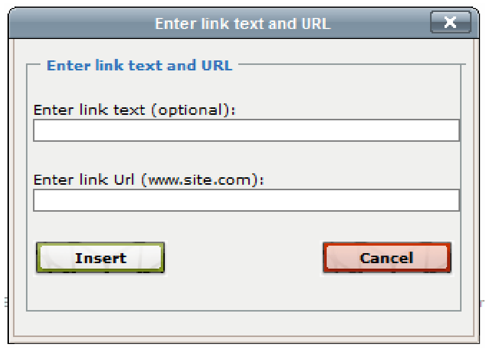
Add Email Address to HR Email

- While in the edit mode inside a template you may add a URL link in the body of the template by using the ‘insert web link’.

  This functionality can be utilized when editing the Emails, Emails with Letters and Information Documents in the Template library.

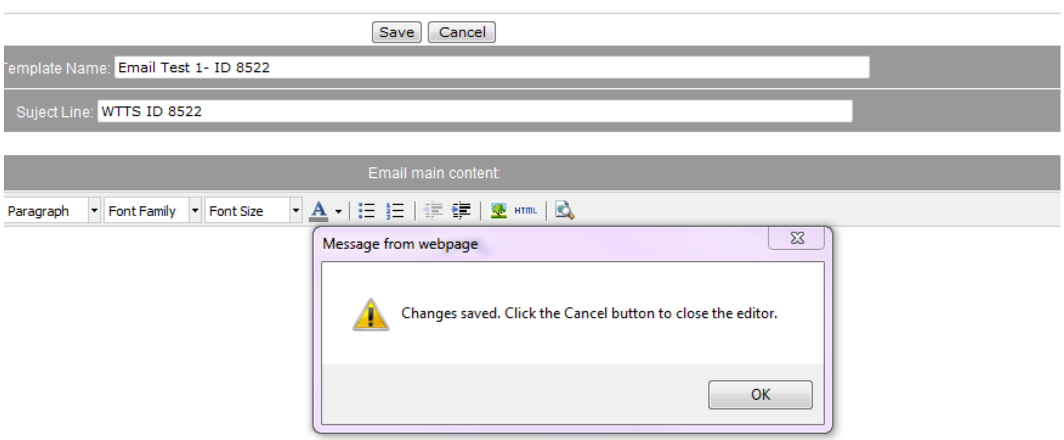


- You will then receive the pop-up below and you then can type (or paste) in your desired link in the 'Enter link URL' space, then select 'Insert'.



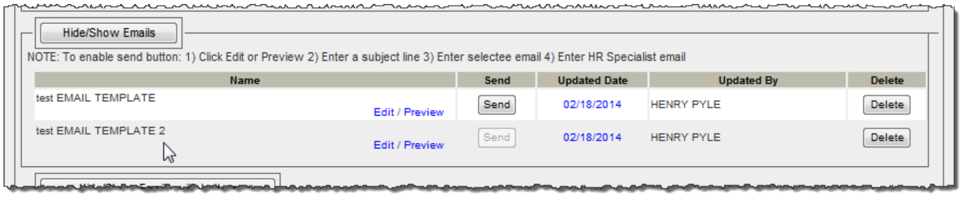
Enter Link Text and URL Popup

- When you click the Save button after editing the email, there is a popup to confirm the template was saved to the WTTS record.

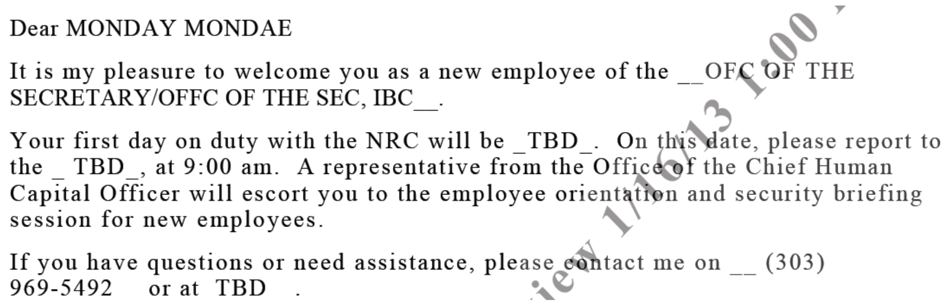


- Click the Cancel button to close the editor.

- There is a new template saved in the Email Template viewing area.



- Click the Preview button to display the email that will be sent to the EODS user. NOTE: If a field is not populated in WTTS, the email will display "TBD", so **PLEASE** check the preview carefully. If something needs to be changed, use the Edit button and make modifications to your Template.



Dear MONDAY MONDAE

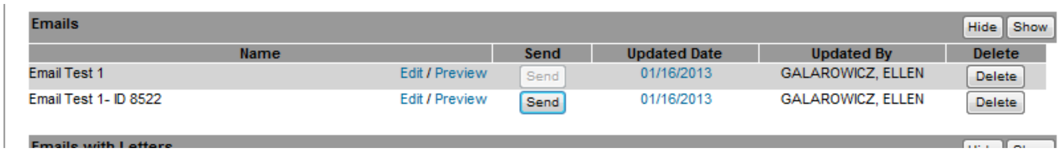
It is my pleasure to welcome you as a new employee of the __OFC OF THE SECRETARY/OFFC OF THE SEC, IBC__.

Your first day on duty with the NRC will be _TBD_. On this date, please report to the _ TBD_, at 9:00 am. A representative from the Office of the Chief Human Capital Officer will escort you to the employee orientation and security briefing session for new employees.

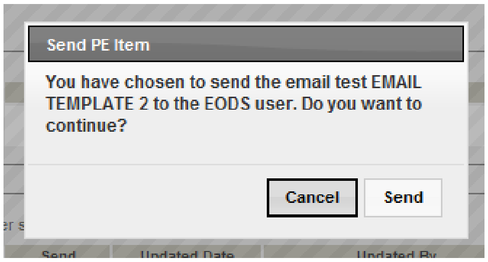
If you have questions or need assistance, please contact me on __ (303) 969-5492 or at TBD .

Note: The email **MUST** have a Subject, an HR Specialist's email address, the EODS user's email address, and the record must be "unlocked" by either using the Edit or Preview buttons to activate the SEND button.

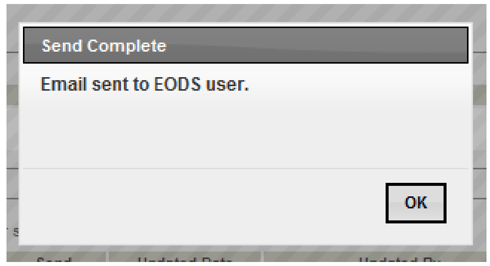
- Click the Send button



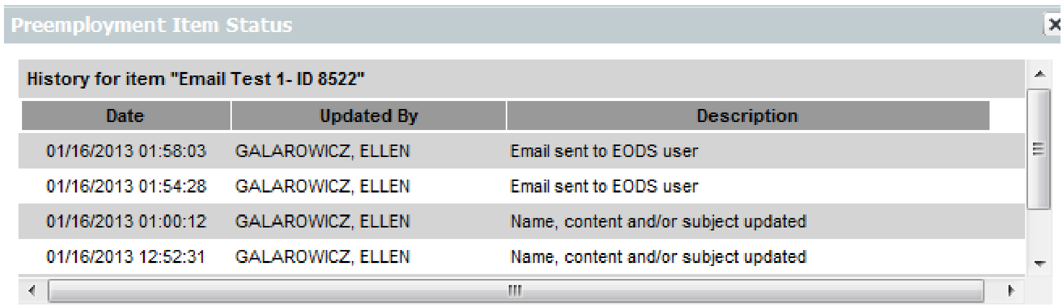
- A popup is displayed to confirm whether or not you want to send the email



- If you do not want to send the email, click the Cancel button. If you want to send the email click the Send button. A popup is displayed to show the email was sent. NOTE: The Send button stays active in case you want to resend the email.



➢ All activity on the email is tracked in the status history.



Working with HR Emails with Letters

Use the same processing instructions as those shown for Emails.

Working with Supervisor Emails

Use the same processing instructions as those shown for Emails.

Working with Supervisor Emails with Letters

Use the same processing instructions as those shown for Emails.

Chapter 9: Reserved for Future Use

Appendix A: Frequently Asked Questions

WTTS - Requesting Office (RO) Frequently Asked Questions

- **Why is it important to begin the hiring process in WTTS?** The hiring process begins when a manager identifies a need to fill a position either as a result of a loss of an employee or due to a newly established position. WTTS provides the ability for managers and HR staff to track and monitor hiring activities through the various stages of the hiring process (e.g., projected vacancy, RFE generation, vacancy announcement, certificate issuance, etc.).

- **How do I create a vacancy?** To create a vacancy**,** Click "Fill Vacancy" located on the top WTTS Menu Bar and complete the information on the screen. Up to 15 positions can be posted to be filled through the same action (e.g., Term Appointment).

- **How do I update a vacancy?** Click on the Edit [ ] icon located under the Tools column (first column of the In-work Gains screen).

- **How do I delete a vacancy?** A vacancy does not need to be deleted and the record can be left unfilled until you have a need to fill a vacancy. If you choose to delete, click on the Delete record icon [ ] located under the Tools column (first column of the In-work Gains screen). This removes all information on the vacancy from the system.

- **How do I reset/change my password in WTTS?** Your password for WTTS is the same as your password for FPPS. Therefore, when you change your password in FPPS, it automatically changes your password in WTTS.

- **How do I reset my password?** To have your password reset, please contact your FPPS Security Point of Contact (SPOC).

- **What does the (#) Required for Publishing mean?** Fields identified with "#" are fields that require information input. The information required is generally data that is needed by FPPS and your Automated Vacancy Announcement Systems.

- **What does the red asterisk (*) mean?** These fields require information input before a record will be identified as completed. These fields are typically completed by the servicing personnel office.

- **What do I do if I discover I need to change information on the position after I have sent it from WTTS to FPPS?** Update the information in your CHNG queue. Be sure to save the information before signing/forwarding the transaction. When the SPO processes the transaction, the updates will flow back to WTTS.

- **What are the vacancy announcement fields for?** The vacancy announcement number will display once the vacancy has been announced. These fields are also used if you are making multiple selections from the same announcement.

- **What do I do after I have sent the position information to FPPS?** Once the position and contact information have been successfully sent to FPPS, the RFE is generated in FPPS and will be sitting in the CHNG queue for the manager that was selected in WTTS.

WTTS – Servicing Personnel Office (SPO) Frequently Asked Questions

- **A selection was made but I don't see the selectee information on the selectee screen.** If you are using an eRecruitment system, follow the process in that system for proving the selectee information to WTTS. If you are not using an eRecruitment system, enter the selectee information manually.

- **How do I document a selection when selectee has declined the position offer?** Click on the Move Record to Declinations [ ] located under the Tools column (first column of the In-work Gains screen). This action removes the selectee information from the vacancy and leaves the position information intact. (Note: You can only update those vacancies for your area of responsibility).

- **What does Publish mean?** When you publish a record in WTTS, this action populates the Publish Gains as well as WTTS Reports. Information provided on these reports can assist in the provisioning process.

- **When should I Publish the hire?** You should determine when you should publish a record based upon your agency's business process..

- **How will I know if the selectee has received the e-mail and is completing the forms?** Under the "In-processing" sub-menu under the Special Programs module, you can determine if the selectee has begun the process of completing forms by the different statuses. Also, if the selectee's name displays in black text, this means they have not begun the process. This can be used as a flag that HR may need to contact the selectee.

- **How do I reset a selectee's password?** A WTTS Administrator, WTTS Security Administrator, or HR Representative can unlock a selectee's password. Instructions on how to reset passwords can be found in the WTTS/EODS User Guide.

- **A selection has been made and the record has been "Published," why am I unable to send FPPS forms?** You will not be able to send forms to FPPS until the selectee's personnel information has been sent to FPPS.

- **What is the WTTS ID?** This is a system-generated number that identifies the record. This field is also used to link information with other systems such as FPPS and eRecruitment.

- **How does the position information get to the automated vacancy announcement system?** Once the SPO has reviewed the RFE, a new function key has been implemented in FPPS to send any updated information back to WTTS and the eRecruitment system.

- **How can I see FPPS errors?** There are a couple places to view errors:

  - On each of the Gain reports (In-Work, Completed, and Published), if a red exclamation mark (!) appears in the selectee column and the name is underlined and red, there is an error. Click the name to be directed to an Error Status screen.

  - If you are editing a record (In-Work, Completed, and Published), on the right side of the screen there are several informational boxes. The "Status" box has a "WTTS Status Error" field. If there is an error on the record you are editing, the word "Error" is displayed as a hyperlink. Click "Error" to view it on the Error Status screen.

- **How does WTTS get updated when changes are made by either a manager/supervisor in the CHNG queue, or the SPO in the PROC queue?**

  - WTTS is updated by a web service, including any changes made by the RO or SPO, when the SPO user clicks either send to eRecruit (PF6) or send to WTTS (PF5). For example:

    - The RO sends a transaction from WTTS to FPPS and changes the Position Title in their CHNG queue. Then, they sign/forward the transaction to the SPO. (Same process as today.)

    - The SPO signs into their PROC queue and the change made by the SPO is present. The SPO changes the Series. (Same process as today.)

      - When the SPO selects either the PF6 key (send to eRecruit) or PF5 key (send to WTTS):

        (a) If PF6 (eRecruit) is selected, two web services are generated. The first web services sends information (including changes) from FPPS back to WTTS. The second web service sends the information to the eRecruitment system to generate the announcement.

        (b) If PF5 (WTTS) is selected, one web service is generated. The web service sends information (including changes) back to WTTS.